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Deputy Chief Information Officer
District Office
Kern Community College District
JOB DESCRIPTION

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Definition

The Deputy Chief Information Officer is a senior IT role that reports to the Chief information Officer (CIO) in managing daily operations and providing professional direction and leadership for technology projects and partnerships that support the strategic vision of KCCD, with a focus on leading innovations in technology and implementing technology-focused partnerships that benefit specific district priorities and goals.

Examples of Duties

1. Research, propose, and lead implementation of transformative new educationally focused technologies that support KCCD's strategic vision.

2. Anticipate changes in the higher education industry and technological advancement and promote educational technology solutions that will position KCCD to advance its strategic vision, mission, and goals.

3. Establish strategic partnerships, with vendors and other colleges to identify opportunities for collaboration that would support KCCD's strategic vision.

4. Establish and oversee processes to utilize current functionality to enhance capabilities and functional processes with new and advanced applications solutions.

5. Collaborate with executive leadership and functional experts to understand business processes and operations and suggest innovative approaches that support KCCD's strategic vision.

6. Evaluate, approve, and oversee implementation of highly complex technical approaches and solutions involving cloud applications, programming, DevOps, and can include network, security and other elements of IT solutions.

7. Provide leadership to high-value cross-functional strategic initiatives.

8. Collaborate with stakeholders to enable the District to achieve its objectives through the effective use of technology.

9. Build confidence in IT by creating a track record of accomplishment.

10. Assist in the development, updating, and implementation of the District Technology Plan in consultation with appropriate constituent groups including faculty, administrators, and staff.

11. Develop and oversee budgets for assigned projects and any assigned operational areas.

12. Select, train, supervise, and conduct regular evaluations of all assigned personnel; ensure ongoing training for personnel to maintain up-to-date technical expertise.

13. Build sustainable digital environments to enable agility and growth.

14. Serve on District committees as assigned. Represent the District at local, regional, state, and national meetings/conferences as appropriate.

15. Perform other duties as assigned.

Minimum Qualifications

Minimum:

- Bachelor's degree from an accredited college or university in Computer Science, Business, Management Information Systems or a related field.

- Four (4) years of increasingly responsible experience in an Information Technology leadership position.

Desired:

- Master's degree from an accredited college or university in Computer Science, Business, Management Information Systems or related field.

- Six (6) years of experience in one or more of the following technology areas: System Administration, Network Administration, Help Desk, Enterprise Resource Planning Systems, Programming/Web Development, Data Warehousing, and/or Security.

- Experience in a higher education environment.

Knowledge and Abilities

- Knowledge of California Community Colleges and higher education industry trends.

- Knowledge of information technology and its application in higher education including both instructional and administrative systems.

- Knowledge of prevailing and emerging information technologies including but not limited to products, vendors, best practices, implementation strategies and infrastructure options appropriate to the higher education environment.

- Knowledge of principles, practices and techniques of information systems management including applications design, programming, hardware, and software options for administrative and business-oriented applications.

- Knowledge of principles and theories of network design, management, modern network standards, hardware and software.

- Knowledge and experience in evaluating, selecting, implementing and supporting instructional technology.

- Knowledge and principles of change management and change leadership.

- Knowledge of cloud-based services and providers, preferably Amazon Web Services, including architecture, capabilities and tooling.

- Knowledge of security-related best practices for assigned areas and technologies.

- Knowledge of current principles, practices, and standards of planning and project management.

- Knowledge of Section 508 Accessibility requirements.

- Knowledge of District organization, operations, policies and objectives.

- Ability to plan, organize, and direct daily operations of assigned areas.

- Ability to develop and manage operational and project budgets.

- Ability to communicate effectively both orally and in writing.

- Ability to maintain records and prepare reports.

- Ability to prioritize and schedule work.

- Ability to analyze situations and adopt an effective course of action.

- Ability to establish effective working relationships at all levels of the institution.

- Ability to encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

- Ability to perform complex analysis and research, identify alternative solutions, forecast consequences of proposed actions and implement recommendations in support of goals.

- Ability to follow-up and follow-through in a coordinating role across multiple constituencies to achieve tactical and strategic goals.

- Ability to address technical issues in non-technical terms.

- Excellent analytical, planning, and organizational skills.

- Excellent oral and written communication skills.

- Self-directed/driven.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. Theratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1   Often—51-75 percent = 3
Occasional—25-50 percent = 2   Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.

1	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position.

Signatures/Approval

_____   _____
(Employee's Signature)   (Date)

_____   _____
(Supervisor's Signature)   (Date)

6/5/21