

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED MANAGEMENT POSITION DESCRIPTION**

**JOB TITLE:** Director of Administrative Applications

**BASIC FUNCTION:** Under the supervision of the area Associate Vice Chancellor, provides administrative application services and development ensuring quality and appropriate administration; provides comprehensive leadership and management for the District's application development and support staff; provides consulting support and direction for computerized administrative applications.

**SUPERVISORY RESPONSIBILITIES:** Supervises the Systems Administrator, Business Systems Analysts, Analyst Programmers, Application Support Technicians and other related support positions as necessary.

**REPRESENTATIVE DUTIES:**

1. Works with the area Associate Vice Chancellor and technology staff in developing strategic direction and vision for the District's administrative applications.
2. Ensures effective and efficient use of the District's administrative applications, including but not limited to enterprise resource planning, end-user interfaces, event management, imaging, analytics and reporting.
3. Provides status reports to the area Associate Vice Chancellor, appropriate administrators and committees districtwide regarding the implementation of administrative applications and services.
4. Manages the application lifecycle of all administrative applications. Assists in evaluating, deploying and managing current and future administrative applications.
5. Creates, manages and maintains project scope, schedules, timelines, milestones and resources, and communicates such information to the appropriate stakeholders.
6. Ensures that product deliverables are timely, within budget, seamless, secure and usable. Organizes and provides customer training as needed.
7. Provides supervision to the department's staff in developing and maintaining functional and technical specifications for all administrative applications, department processes, user documentation and training.
8. Assists in the establishment of internal department standards, policies, and procedures. Assists in the enforcement of adherence to those standards.
9. Works with senior staff designing and implementing future districtwide technology platforms.
10. Consults with and advises departments districtwide interested in applications that involve data processing and data processing services.
11. Participates in and provides leadership to the District's technology teams.
12. Maintains a current knowledge of the latest technologies and trends, and their implementation at the federal, state and local levels particularly as they impact Riverside Community College District.
13. Maintains an understanding of current ideas, research and practices, pertaining to the areas of responsibility for this position through continued study and participation in professional organizations.
14. Develops and presents information relative to cost efficiency and appropriateness of new administrative application hardware and software to be used by the District.

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15. Assists with preparation of the budget assigned to the department by the area Associate Vice Chancellor and is responsible for its administration.
16. Performs the duties of the area Associate Vice Chancellor in their absence.
17. Assists in interpreting district and college programs and policies to the general public through community contacts and participation in community activities.
18. Helps to create and maintain an environment that is customer-centered and service-oriented.
19. Participates in local, regional and state activities to promote the Riverside Community College District and the community college movement.
20. Performs other related duties as may be assigned.

**EDUCATION:** Completion of a bachelor's degree from an accredited college or university is required. Earned master's degree preferred.

**EXPERIENCE:** A minimum of five years' experience in the technology sector and at least three years' demonstrated experience as a supervisor or manager of college related administrative application projects including but not limited to: student, financial, personnel, library and other college-based information systems is required. Demonstrated experience in advanced management practices, project control, supervisory techniques and human resources management is also required. California Community College experience preferred.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:** Higher Education administrative software applications, web-based and mobile application development, information security practices and accessibility compliance.

**ABILITY TO:** Manage administrative applications and associated projects. Work with customers to define project scope and schedules. Simultaneously coordinate and complete multiple projects. Maintain a long-term, big picture view; foresee obstacles, risks and opportunities. Supervise and train employees. Work effectively with diverse student, faculty and staff groups. Perform thorough research in order to propose alternatives and options. Communicate effectively both orally and in writing, and to present information effectively to all organizational levels. Direct and work closely with vendors, consultants, and contractors. Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**CONTACTS:** Co-workers, assigned staff, departmental managers, District management at all levels, and vendors.

**WORKING CONDITIONS:** Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.