

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

**JOB TITLE:** Associate Vice Chancellor, Information Technology and Learning Services

**BASIC FUNCTION:** Under the direction of the area Vice Chancellor, the Associate Vice Chancellor of Information Technology and Learning Services is responsible for the quality and administration of educational and administrative information systems and services, including academic enterprise resource planning systems, technological infrastructure, networks, telecommunication services, security and emergency systems, and building (environmental) control systems.

**SUPERVISORY RESPONSIBILITIES:** Supervises, evaluates and directs the activities of assigned staff.

**REPRESENTATIVE DUTIES:**

1. Provides leadership in the development, coordination and implementation of strategic and tactical plans relative to the deployment of academic and administrative information technologies across the District, with the focus on student access and success.
2. Responsible for coordination and assistance in the development of master and strategic plans which will enhance the educational programs of the District.
3. Coordinates technology development, delivery and review for all educational programs and services offered in the District, including distance education.
4. Participates in the implementation of enrollment management strategies through the deployment of academic and student information systems and services.
5. Supervises the information technology and learning services program, which supports the delivery of instruction, college and District operations, including admissions and records, human resources, facilities development and maintenance, and business services.
6. Reviews new technological advances and leads the development of more effective and efficient programs for the delivery of voice, data, and video information including knowledge of virtualized environments.
7. Consults with and advises other departments regarding delivery of voice, data, and video information.
8. Analyzes existing systems design and logic to provide more cost-effective use of technology and personnel.
9. Provides leadership in the formulation and implementation of Board Policies and Administrative Procedures regarding information systems and services. Chairs District wide shared governance technology committee(s).
10. Establishes documentation standards and ensures adherence to those standards by information technology staff.
11. Establishes faculty and staff development programs relative to information technologies.
12. Conducts performance evaluations of assigned staff.
13. Serves as a member of the Management Leadership Association.
14. 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.
15. Performs other related responsibilities as may be assigned.

**EDUCATION:** Completion of a Master's degree from an accredited college or university is required.

**EXPERIENCE:** Ten or more years of increasingly responsible experience in a technology environment with at least five years of progressively responsible management experience. Management experience in higher education is preferred. Evidence of leading the successful implementation of sophisticated information technology systems in a business, governmental or an educational environment is required.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:**

Information technology and its applications administrative systems. Prevailing and emerging information technologies. Application and coordination of information systems, decision support systems, and institutional research needs. Effective strategies for applying information technology within the learning environment. Administrative procedures and practices. Shared governance, participatory management, leadership, and decision-making communication. Business, Government and District/College operations, organizations, and policies. Educational Master Plan evaluation and accountability. Instructional programs and student services of a community college district. Information technologies role in the Accreditation standards process. Budget and contract management principles. Knowledge of the needs of a diverse student workforce population. Managing, evaluating and coaching staff.

**ABILITY TO:**

Provide leadership and coordination. Ability to understand the complexities of administration. Prepare reports and communicate complex information technology issues clearly and concisely. Plan, organize, and supervise the work of others. Establish and maintain effective working relationships. Apply good judgment, tact and diplomacy. Demonstrate effective interpersonal skills. Communicate effectively with diverse constituencies.

**OTHER:** Candidate must 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, other departmental staff

**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.