



DIRECTOR OF INFORMATION SERVICES

EMPLOYMENT OPPORTUNITY

INFORMATION SERVICES

Exempt level position / 12 months per year

Salary \$7,284 per month + Benefits

Starting Date: by mutual agreement, but preferably by 11/1/2012

Public Announcement Date: **July 6, 2012**

Priority Application Screening Deadline: August 22, 2012 @ 3:30PM

Monterey Peninsula College reserves the right to close or continue the recruitment at any time.

JOB SUMMARY:

Under general direction, provide leadership for planning and implementing information technology to support the instructional, administrative and operational programs and services of the District, including data center operations, voice and data communications systems, administrative computing systems, network services, e-mail, intranet and internet services, virtual servers, storage area network, disaster recovery and back-up, technical support services, classroom services, computer software and hardware acquisition, inventory, emergency communications, maintenance and repair, computer system design and installation. Effectively direct, manage, coordinate and supervise the Information Services operations of the College; formulate, interpret and administer policy and procedures.

EXAMPLES OF DUTIES:

Essential Functions

- Coordinate the development and implementation of the college technology plan, based on the college master plan.
- Develop and direct a technology infrastructure that supports the academic, administrative, student services and operational functions of the District. Plan and direct the technical aspects of an integrated plan for all computer hardware and software functions of the district. Provide leadership and oversight for the District's internet and intranet (portal) presence, including web services such as registration.
- Troubleshoot and resolve problems related to the use of technology; assist in evaluating the effectiveness of hardware, software, and multimedia equipment.
- Plan, develop and direct long-range data communications plans/planning for the College including wired and wireless communications, cellular and radio.
- Oversee technical equipment operation, maintenance and repair; approve equipment purchases of audio, visual, and campus telecommunications hardware.
- Develop and enforce policies and procedures to ensure the protection of college technology assets and the integrity, security and appropriate confidentiality of college data.
- Work with District administration to develop proposals for providing new or improved information services for administration, instruction and student services; meet with staff responsible for campus functions to plan, design, and enhance information systems as required. Coordinate selection and direct installation, refinement and upgrading of software systems. Provide responsive advice and education to college leaders on technology issues and trends.
- Work collaboratively with the Associate Dean of Instructional Technology and Development on a wide range of technology issues, including technology integration, the District Technology committee and technology plan, and the training and development of instructional technology technicians.
- Develop, recommend and coordinate the implementation of policies, standards, protocols and user rights and responsibilities for the acquisition and use of technology in collaboration with campus constituencies.

- Design and provide instruction and training for faculty, staff and other end-users in the use of various forms of technology as related to Information Services.
- Manage contracts, budgets, upgrades and partnerships for course management systems and other department services, hardware and software.
- Serve on the College's Technology Committee and facilitate discussions throughout the college concerning technology development, implementation and advancement; provide representation as requested on participatory governance bodies such as the Academic Affairs Advisory Group (AAAG), the Student Services Advisory Group (SSAG) and the Distance Education Committee. Chair and serve on college committees and participate in professional organizations appropriate to the assignment.
- Coordinate district wide schedule for required local, state, and federal electronic reporting; provide statistical reports as designated by the college; supervise the preparation of state required reports including the District's Management Information System (MIS) submissions. Provide and/or present reports to Administration and Governing Board as requested.
- Evaluate vendor-supplied software; determine qualifications of contract programmers and outsourcing solutions in relation to college computer systems objectives.
- Maintain relationships with computer hardware vendors for the acquisition of new equipment and the maintenance of existing equipment.
- Perform feasibility studies, estimate required resources, monitor and report progress in prioritized projects.
- Supervise the services and operations of the print shop.
- Develop and administer budgets for all supervised areas; recommend staffing, equipment and supplies.
- Provide leadership, supervise and annually evaluate staff in areas of assignment; continually develop the skills of information services staff.
- Work cooperatively with other offices, divisions, and departments to ensure efficient and effective operation of information needs and services.

Other Duties

- Serve on standing committees, ad hoc committees and task forces as required.
- Attend and participate in professional groups, seminars and /or courses to obtain current information concerning regulations and services.
- Perform other related duties as required.

EMPLOYMENT STANDARDS:

The ideal candidate will possess knowledge and abilities in the following areas:

Training, Experience and Education: Any combination of education and/or experience, which would demonstrate the possession of the required knowledge, skills and abilities listed herein. For example, a Bachelor's Degree in management information systems, computer science or a related field and five years of increasingly responsible experience in the information technology field, including two years of management/supervisory experience.

Knowledge of: operations, services, and activities of a comprehensive technology and information services program for education; principles and practices of mainframe, micro and networked operating systems; communications systems and networks and related technology; programming languages; use of technology to support administrative functions; budget preparation and management; supervisory principles and practices.

Ability to: effectively organize, direct and manage the operations of Information Services; formulate, interpret and administer policy and procedures; plan short and long-term computing and telecommunications strategies; understand organizational needs regarding technology; analyze situations and make decisions on procedural matters; understand and independently carry out oral and written instructions; communicate effectively in both oral and written form; work effectively and cooperatively with all levels of the District, governmental representatives, community representatives, and the general public; interpret related state and federal codes and Title 5 provisions; train, supervise and evaluate staff to ensure efficient, responsive and friendly service to faculty, staff and administration; prioritize and schedule work to meet schedules and time lines; plan, organize, direct and coordinate the assigned staff; maintain security and confidentiality of records and information; use appropriate and correct English grammar, spelling, and punctuation; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT / WORK ENVIRONMENT:

Light physical effort; occasional standing or walking; periodic handling of lightweight parcels. Indoor work environment.

Applicants who are protected under the Americans with Disabilities Act and who, due to a disability, require accommodations for completing the application process, testing (if required for the position), or the interview, should notify the Human Resources office at least ten (10) working days before an accommodation is needed.

CONDITIONS OF EMPLOYMENT Offers of employment are contingent upon Governing Board approval. Employment with Monterey Peninsula College is not complete or official until applicants meet all pre-employment requirements. All new employees are required to submit proof of freedom from tuberculosis and proof of eligibility to work in the United States. Employees must sign the Oath of Affirmation of Allegiance, and submit fingerprints for California Department of Justice clearance.

NOTE *Smoking Policy:* Smoking on campus is limited to designated smoking areas.

HOW TO APPLY

Monterey Peninsula College reserves the right to close or continue the recruitment at any time. To be guaranteed consideration, return the following items by **3:30 pm** on the **Priority Application Screening Deadline** shown on the front page. (We accept by: mail-in, walk-in or email). **WE DO NOT ACCEPT APPLICATIONS VIA FAX.**

√ - **Required:** a completed District application (available on our website, www.mpc.edu or at the college).

√ - **Required:** a copy of your resume.

√ - **Required:** Cover letter describing your interest and qualifications for the position.

√ - **Required:** Essay (limited to 500 words or fewer): MPC has been using a District-wide web-based collaboration platform since 2006. The District envisioned this platform serving as an intranet, portal, extranet, website, document/file management, collaboration space, social tool, enterprise search and workflow automation. However, this platform has been met with mixed acceptance. How would you engage the campus community in dialogue about, and build support for, this web application platform?

√ - **Required:** Essay (limited to 500 words or fewer): Technology expectations from faculty, staff and students, continues to increase. Given limited human and fiscal resources, how do you manage user expectations while still supporting the diverse needs of college users? Please provide an example of a similar situation you have experienced.

Human Resources does not accept additional materials such as: letters of reference, test scores from other institutions, certificates of courses/programs completed, letters of commendation from schools, or transcripts with your application. Such items, if included, will not be forwarded to the selection committee. If necessary, HR will request any reference information that is required.

Submit the required application materials and direct all inquiries regarding this position to:

Kali F. Viker, M.S. Human Resources-Monterey Peninsula College-980 Fremont Street, Monterey, CA 93940-4799: Telephone: (831) 646-3038 Text Teletype: (831) 645-1319; email: Kviker@mpc.edu

Applicants selected for interview will be notified by phone approximately 1-2 weeks following the application deadline. All other applicants will be notified by mail. Initial, on-campus interviews are tentatively scheduled the week of September 24th. Travel expenses are the sole responsibility of the applicant. Selected finalists will have second round interviews with the Vice President. Final interviews are generally conducted via SKYPE. Positions are subject to adequate funding and MPC reserves the right to close, continue, cancel, postpone or restart the recruitment at any time. MPC regrets that relocation assistance is not available.