

**College of the Siskiyous
Job Description**

Job Title: Director, Information Technology **FLSA:** Exempt

Group: Admin. Support/Management **Salary Schedule:** Admin Support/Management

Job Summary:

Has programming, budgetary, planning, and personnel responsibilities for the technology needs of the District. This includes district wide voice, data and video communications, hardware maintenance support, systems and applications programming, and technical operations.

Essential Duties and Responsibilities include the following: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work with administrators and staff to support the use of information technology at the College of the Siskiyous.

Review and edit technical specification bids for purchase of instructional and administrative computing hardware and software.

Set priorities for making programming changes after consultation with instruction, student services, and administrative services.

Provide leadership, direction, and operational supervision of the Information Technology unit. Including regular staff meetings.

Provide general supervision over Information Technology staff and provide input into the evaluation process.

Develop and monitor the Information Technology Budget with approval from the Vice President of Administrative and Information Services.

Coordinate fiscal activities of the Information Technology unit and approve purchases.

Lead and support the Technology Services team to maintain the high level of technical services to the campus community.

Provide technical support and backup to areas as needed to cover for vacations and absences of I.T. personnel.

Performs related duties as assigned.

Employment Standards: The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Training and Experience: Any combination of education and experience that demonstrates possession of a Bachelor's degree from an accredited institution of higher education OR the Equivalent and at least three (3) years experience implementing and maintaining LAN and WAN systems.

Knowledge: Knowledge of leadership and managerial skills; relational databases; web-based database access; higher education.

Ability: Ability to plan and manage large projects; work with a diverse group of people; problem solve.

Physical Effort/Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle and occasionally works in evenings or on weekends. The noise level in the work environment is usually quiet.

Job Description Approved: 10/03