Associate Vice Chancellor, Information Technology and Learning Services (District)
Riverside Community College District

Department: Information Svcs (D)
Position Type: Classified Management/Supervisor
College/Campus: District
Physical location of the position: District
Employment Type: Full-Time
Position Length: 12-month
Salary Range: Grade AB
Salary Amount: $130,848 - $159,302
Salary Type: Annual
Is this position categorically (grant) funded? No

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.

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.

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.

COMMITMENT TO DIVERSITY:
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.

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.

CONDITIONS OF EMPLOYMENT:

This is a Classified Management position with twelve-month contracts. Paid vacation, 22 days annually; and paid accruable sick leave, 12 days annually. A pro-rata reduction will be made for employees working less than full-time and less than 12 months. The District provides a health and welfare benefit package for employees and legal qualifying dependents.

The work location and assignment within a job classification is determined by the District and may be subject to change.

All offers of employment will be contingent upon the availability of funds and approval by the Board of Trustees.

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.

The Riverside Community College District complies with all federal and state rules and regulations and does not discriminate on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law. This holds true for all District employment opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX Officer/Section 504/ADA Coordinator. Harassment of any employee/student with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law, is strictly prohibited. The Title IX Officer, Section 504/ADA Coordinator

for the District is Mrs. Lorraine Jones, 3801 Market St., 2nd Floor, Riverside, CA 92501. Telephone Number is: (951) 222-8039.

Required Applicant Documents:
Resume or Curriculum Vitae
Cover Letter

To apply, visit: http://apptrkr.com/893815

IMPORTANT NOTICES:
*It is anticipated that interviews will occur sometime during the 3rd or 4th week of October.
Please note: The selection process typically concludes within four to six weeks from the closing date. There are, however, exceptions to this general guideline. Status updates will be made throughout the process. Please refer to your account for any updates to the status of your application.

* Only electronic, on-line applications are accepted. All supporting materials, required or optional, must also be in electronic formats and attached to the electronic, on-line application when applying. Supporting materials are only accepted as Adobe Acrobat (.pdf) or Microsoft Word files and must be less than 2 MB in size.

* An application will not be considered complete unless all Required Documents are electronically attached to the application by the Application Deadline date. An incomplete file may subject the candidate to disqualification.

* Paper applications and supporting materials WILL NOT be accepted!

* Letters of reference, if requested, must be non-confidential and submitted electronically when applying on-line.

* Interested candidates must apply by the deadline listed above by 8:00 p.m., Pacific Standard Time.

* The Riverside Community College District does not require testing at the initial application filing period. As you progress through the selection process, you may be required to perform a job-related test based on the needs of the work area for which you are being considered.

* The District will make reasonable accommodations for applicants with disabilities. Applicant should contact Human Resources and Employee Relations at (951) 222-8595 for assistance.