YCCD

New YCCD district office building

YCCD

Yosemite Community College District

Columbia College

Modesto Junior College

Yosemite Community College District
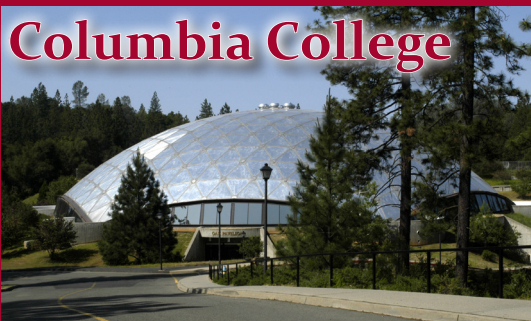
invites interest in the position of

Vice Chancellor of Information Technology

Final Filing Date:	**September 11, 2017**
Interviews:	**September 18-22, 2017**
Anticipated Start Date:	**October 12, 2017**

The Communities

Modesto is located in Stanislaus County in the heart of the great Central Valley of California. The city is the center of a growing metropolitan region with a population of approximately 300,000, which is surrounded by fertile agricultural land. The area is also rich in culture and tradition, offering numerous festivals, events, performing arts groups, and social opportunities. The area enjoys a year-round temperate climate, and its central geographical location gives easy access to San Francisco, the Pacific Ocean, the Sierra Nevada, Lake Tahoe, and the Mother Lode Country.

Columbia College is located in the foot-hills of the picturesque Sierra Nevada. Serving all of Tuolumne County and parts of Calaveras and Stanislaus Counties. With a variety of natural wonders nearby, the College is ideally situated for outdoor recreational activities through all four seasons. This Mother Lode Country is known for its informal and family friendly atmosphere.

The District

The Yosemite Community College District is a multi-college district. Modesto Junior College, the larger college in the district, was founded in 1921. It is located in the city of Modesto. The second district college, Columbia College, was founded in 1968 and is located near Columbia State Historic Park in the foothills of the Sierra Mountains.

The Colleges work closely with nearby universities: California State University, Stanislaus; University of the Pacific; Brandman University; and University of California, Merced. Modesto Junior College also promotes and sustains partnerships with local businesses, government, and agencies in order to support economic and community development, and improve the area's quality of life.

The District is governed by a seven member elected Board of Trustees and the Chancellor who serves as the Chief Executive Officer. College Presidents report to the Chancellor and serve as the Chief Administrative Officers and academic leaders on the campuses. Columbia College and Modesto Junior College are comprehensive community colleges with excellent reputations for serving their communities.

The Position

The Vice Chancellor of Information Technology will bring strategic vision, technical acumen, and strong communication and interpersonal skills to the role as the Yosemite Community College District builds upon the existing IT services that support teaching, learning, research, operations, administration and other YCCD services.

Reporting to the Chancellor, and a member of the Chancellor's Cabinet, the VC of IT will oversee the strategic application of all aspects of academic and administrative technology at YCCD. The VC of IT will provide vision, leadership, oversight and management of the District's information technology services, infrastructure, hardware, and software while closely collaborating with users across the Colleges and throughout the District.

Desirable Personal and Professional Characteristics

The Search Committee will consider a candidate's educational background, professional experience and accomplishments, reputation, and leadership characteristics in its search for a new Vice Chancellor of Information Technology. Criteria and Qualifications for the position include:

Desirable Characteristics

- Experience in an academic environment in an IT leadership role.

- Understanding and use of technology to advance the District's mission.

- Broad experiences in technology management and implementation.

- A sophisticated understanding of the role and importance of research in a California community college district.

- Evidence of strong communications skills.

- Strong project management background and orientation.

- High degree of professionalism and integrity.

- Commitment to participatory governance.

- Experience in teaching, preferably at the Community College level.

- Experience with Colleague by Ellucian ERP system.

Essential Duties and Responsibilities

DUTIES AND RESPONSIBILITIES

- Provide day to day senior leadership for the District's Information Technology (IT) organization, which includes district-wide academic computing, administrative computing, helpdesk, infrastructure, IT security, media services, networking, telecommunications, technical services, web services and IT operations.

- Responsible for the strategy, oversight and management of the District's Information Technology through the application of industry best practices, knowledge and analysis of key initiatives and projects.

- Develop a collaborative IT strategic planning and implementation process within the District that will fully leverage current and emerging technologies such as cloud, mobile, social and other technologies.

- Provide overall leadership, mentoring, and direction to department staff of 45 FTE staff and a number of student employees and outside service providers. Maintain a high level of performance through effective recruitment, selection, training, professional development and evaluation of the staff.

- Conduct on-going assessment of the current physical technology infrastructure and making recommendations as to next steps for replacement, upgrading, or outsourcing.

- Responsible for the oversight and management of the District's ERP system, Colleague by Ellucian, running in a Windows/SQL Server environment.

- Plan, organize, and manage district-wide technology functions to facilitate and enhance the collection, management, manipulation, storage, reporting, and distribution of computerized data used for analysis.

- Manage the existing and secure new contracts with vendors for the District's academic, administrative and instruction-al technology systems, monitor module implementation, operational effectiveness, and system upgrades.

- Ensure proper controls and procedures are in place for FTES and MIS reporting and documentation, including all related support for analysis, monitoring, preparation, and training.

- Develop, maintain, and evaluate policies, procedures, and standards required to provide flexible and cost-effective information technology services essential to quality instruction, and administrative processes.

- Review and enhance strategies for IT security, business continuity and disaster recovery processes for technology systems.

- Lead the collaborative process to evaluate, develop, and manage technology use policies and procedures for the District.

- Work collaboratively with appropriate campus committees and managers to develop a program to maximize training, access, and use of technology.

- Collaborate with both colleges and provide leadership regarding the acquisition, installation, operation, and maintenance of hardware and software systems.

- Work collaboratively with appropriate campus managers and committees to develop and maintain effective electronic research procedures and technology.

- Contribute to the District's achievement of accurate enrollment management.

- Develop and promote opportunities for IT staff development and professional growth.

- Working closely with the District Leadership Team, develop, monitor, and manage the annual technology budget and maintain budget controls and required documentation for categorical expenditures to ensure that strategic IT initiatives can be appropriately funded and successfully implemented.

- Prepare agenda items for the Board of Trustees relating to information technology and arrange for Board reports from the colleges/District regarding information technology.

- In conjunction with the IT staff, establish and maintain relationships with outside service providers, vendors, agencies and consortia to ensure that the District receives superior service and competitive pricing.

- Supervise staff, participate in the selection of personnel; provide information for evaluations and performance appraisals; provide technical guidance and direction; assist in transfer, promotion and salary decisions for Information Technology.

- Serve as a member of the Chancellor's staff, cabinet, and other committees as designated by the Chancellor.

- Chair district-wide information technology related committees.

- Perform other related duties as required.

Skills and Abilities:

- Provide leadership to all IT teams, including academic technology, administrative applications, data center, desktop support, helpdesk, media services, networking, operations, programming, telecommunications, and other related technology areas.

- Ensure the preparation, coordination, and prioritization of data requests for state and federal compliance reports, as well as data for program review, research, and planning purposes.

- Provide leadership in staff development and training, staff evaluations, mitigating personnel issues, resolving conflict, and facilitate teamwork.

- Work collaboratively to strengthen intra-college, community, and district-wide staff relations

Qualifications:

Typical background patterns that would provide the knowledge, skills, and abilities are:

Minimum Education: Master's degree required, terminal degree preferred, from an accredited college or university in Business, Computer Information Systems, Computer Science, Management Information Systems, or a related field; and

Experience: Ten or more years of relevant Information Technology senior management experience, preferably in higher education; and

Demonstrable strong, open, collaborative leadership style in supporting interpersonal and group relationships.

Sensitivity to and knowledge of the diverse academic, socioeconomic, cultural and ethnic backgrounds within the California community college environment.

Excellent verbal and written communications skills, presentation skills, organizational skills, and interpersonal skills.

Compensation

The salary for Vice Chancellor of Information Technology is $176,768 to $217,044 per year, plus a $2,421 annual stipend for an earned doctorate. Employment will begin on or about October 12, 2017. The position includes participation in the California Public Employees' Retirement System.

To Be Considered

The Yosemite Community College District requires that all applications be submitted online. To apply, please go to www.yosemite.edu/hr/ On the "Human Resources Office" page, use the link on the left margin that reads "Job Openings."

Appointment Information: In accordance with Board Policy, official offers of employment will be made by Chancellor or designee. Final appointment is subject to confirmation by the Board of Trustees.

Reference – Background Check: A background investigation of new employees is required; including reference checks and a fingerprint based criminal history background check. The cost for the criminal history background check will be the responsibility of the successful candidate.

Applications must include:

1. **Cover letter:** Individuals interested in this position will state in a (five pages or less) letter of application specifically why they are interested in the position, how they meet the criteria and qualifications for the position (ideal characteristics, essential duties and responsibilities, knowledge of, and ability to), and how they meet the desirable characteristics (education and experience).

2. **Resume:** Applicants will also submit a current resume of professional experience, accomplishments, educational background, and other pertinent information.

3. **References:** The names and contact information of four references: two supervisors and two subordinates (including one classified or support staff). Applicants from sectors other than higher education will submit comparable references. Employment history, degrees awarded, certifications and other accomplishments will also be verified.

4. **Salary history.**

YCCD is an Equal Opportunity Employer

The Board of Trustees of Yosemite Community College District assures that all employees and applicants for employment will be provided equal opportunity regardless of race, color, national origin, age, religion, sex, sexual orientation, disability, marital status, or veteran status.

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