Job Classification Standard

Associate Director (M2) – IT Multidiscipline

Job Code Information

Union Code:	N/A
FLSA Status:	Exempt
Job Family:	Information Technology
Sal Admin Plan/Grade:	Management – Range 22
Approval Date:	November 28, 2023
Revision Date:	

Additional Information

Probationary Period:	6 months

Description of Level

This is the second level in the IT Multidiscipline management series. Responsible for managing a team of professional employees. Oversees operational functions of a department and/or the organization. Oversees works of staff to ensure work outcomes are in alignment with the strategies of the department/organization. May have a portion of the time spent performing the individual tasks related to the department/organization. However, supervisory activities must be the primary job function. May have three or more direct or indirect reports in a organization/department.

Independence and Judgment
Work is performed under minimal supervision with individual discretion granted to make daily operational decisions.   Operates with broad latitude. Seeks supervisory input when significant changes occur and additional resources for task completion are required. Given understanding of best practices, is able to convincingly recommend capital and process improvements to the area.

Complexity
Problems are difficult and moderately complex. Problems are readily identified but cannot be understood and fixed in simple cause-effect terms. Problems require integrative solutions such as how technologies, processes, resources, and people all fit together. Incumbents understand the smallest details of a circumscribed area.

Description of Specialty

This description does not include all possible responsibilities in this work and does not limit the assignment of related responsibilities to any position of this specialty.

Manages, administers and supports three or more information technology specialties within the IT Job Family. Works with a variety of tools and technologies across areas of information technology to plan, analyze, develop, configure, administer, maintain, optimize, or implement systems or applications software, hardware, databases, networks, processing, operations, end-user support,

training, security etc.

Supervision (Exempt)

Employees in this classification have the authority to perform or to effectively recommend the following actions: hire, transfer, suspend, promote, discharge, assign work, reward, discipline, and direct the work of other employees.

Minimum Qualifications & Desirable Qualifications

MINIMUM QUALIFICATIONS

Bachelor's degree and at least 5 years of experience at progressively higher levels of responsibility or equivalent combination of education and experience.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

DESIRABLE QUALIFICATIONS

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

Knowledge, Skills, and Abilities

- Knowledge and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.
- Knowledge of current and emerging technologies, trends, and best practices in IT.
- Knowledge of disaster recovery and business continuity planning.
- Knowledge of IT governance, compliance, and regulatory requirements.
- Knowledge of District organization, policies, procedures, goals and objectives of assigned department.
- Knowledge of federal, state, and other applicable laws or regulations pertaining to program of assignment.
- Ability to adapt to changing technologies and environments; strong organizational and time management skills.
- Ability to analyze situations accurately and adopt an effective course of action; analytical and problem-solving skills.
- Ability to collaborate and work effectively with colleagues and stakeholders from diverse backgrounds.
- Ability to communicate efficiently, including technical information to non-technical stakeholders.