Job Classification Standard

Director 4 (D4) – IT Multidiscipline

Job Code Information

Union Code:	N/A
FLSA Status:	Exempt
Job Family:	Information Technology
Sal Admin Plan/Grade:	Management – Range 37
Approval Date:	November 28, 2023
Revision Date:	

Additional Information

Probationary Period:	6 months

Description of Level

This is the sixth level in the IT Multidiscipline management series. Typically leads the work of functional area through oversight of multiple teams and/or managers. Responsible for directing programs to ensure the current and future requirements of the organization are met. Provides strategic leadership and direction. Controls resources and policy formation in organization-wide area of responsibility. Accountable for the performance of the function with significant responsibility to formulate and administer policies, strategies, and systems that affect the organization. Is often the resident expert in a specialized field or complex operation and is the final authority on matters of financial significance to the organization. Customarily handles matters that have a high degree of impact on the organization. Operates with a high degree of organizational influence.

Independence and Judgment
Sets direction for achieving organizational strategic goals. Responsible for determining the actions needed to advance the organizational strategy.

Complexity
Addresses the question of how to move the organization forward to accomplishing its goal and living out its mission. Fulfills objectives that are established in concert with the most senior managers.

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
Advanced degree and at least 10 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.