NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

Job Title:	Director, Academic Computing Technologies	Range: 25 (AC)	Management Schedule
Date Revised:	August 22, 2007	Date Approved:	July 1, 1997

PRIMARY PURPOSE

Under the direction of a college Vice President or designee [*or* School of Continuing Education Provost or designee], this position is responsible for a variety of administrative and supervisory duties related to the planning, implementation and coordination of campus technology resources and services to facilitate and support student learning and administrative functions.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Provides leadership in the planning, development and implementation of campus technology; anticipates trends in technology; assists in development of technology plans for individual departments; coordinates and communicates campus technology needs.
2.	Plans, implements and manages the campus-wide network; works with administration, faculty, staff and students to represent network needs and encourage technological advancement on campus.
3.	Selects and evaluates computer and computer-related hardware and software; directs the installation, maintenance and repair of equipment; manages applications development.
4.	Coordinates campus technology needs with District Information Services.
5.	Manages and coordinates campus computer laboratories and other campus technology-related activities as assigned.
6.	Develops and prepares the annual preliminary budget for campus information technology and systems programs and activities; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding operations and activities.
7.	Provides leadership in motivating students, staff, faculty, and administration to learn, use and excel in the available technology in the academic environment.
8.	Evaluates training and technological development needs for faculty and staff; provides staff development training and educational opportunities for campus personnel to maintain and upgrade technology skills.
9.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
10.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
11.	Organizes, attends or chairs a variety of administrative and staff meetings as required; serves and committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
12.	Maintains current knowledge of instructional methods and new technologies pertinent to assigned programs; learns and applies emerging technologies and advances (e.g. computer software applications) as necessary to perform duties in an efficient, organized and timely manner.

13.	Demonstrates sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
14.	Performs related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, in the School of Continuing Education, this position may be responsible for performing a variety of administrative and supervisory duties related to the functions and activities of the Computer Instruction program, including curriculum development, course scheduling and faculty assignments, and enrollment management.

WORKING RELATIONSHIPS

The Director of Academic Computing Technologies maintains frequent contact with college and District administrators, faculty, staff and students.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Possession of a master's degree and at least one year of formal training, internship, or leadership experience reasonably related to the position.

Desirable Qualifications

At least two years of recent experience related to managing and planning a technology department (including Enterprise Network) in an educational, commercial, government or industrial organization.

Experience in Internet/Intranet systems planning, design and maintenance.

Experience in designing a technology plan for an organization or company.

Experience with planning, setup and design of an Enterprise Network with current and emerging technologies.

Experience in teaching or training.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of state education codes and requirements including Title 5
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of record keeping procedures
Knowledge of budget preparation and maintenance
Knowledge of appropriate software and databases
Ability to interpret, apply and explain rules, regulations, policies and procedures
Ability to assess, analyze, implement and evaluate research project activities
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS
None

WORKING CONDITIONS
Campus environment; subject to constant interruptions and frequent interaction with others; sitting for long periods of time (up to 2-3 hours); may require off-site duties and activities.