



El Camino College

Chief Technology Officer



THE POSITION

Under the direction of the Vice President of Administrative Services, the Chief Technology Officer (CTO) is responsible for planning, implementing and maintaining enterprise information systems to support both distributed and centralized academic, student services, and business operations. Provides leadership, institution wide strategic planning and assessments to monitor and ensure effective enterprise information systems and services, including, but not limited to, network programming, security, project prioritization and management, implementation, shared information system interfaces, voice and data systems, disaster and data recovery, distance learning, hardware/software acquisition, web services and system design. Responsible for functional department management activities including short and long range planning, analysis, coordination of activities, budget, procurement, personnel staffing, supervision, evaluation, and training/professional development.

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is situated on a beautiful and spacious 126-acre campus near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities.

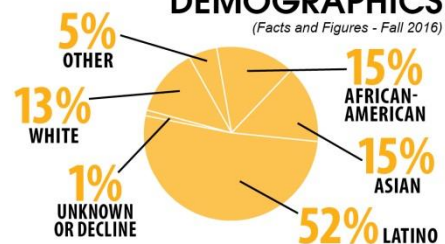
El Camino College provides many opportunities for students to succeed. Through the Honors Transfer Program, El Camino College transfers hundreds of students each year to four-year universities around the country. Top transfer institutions include UCLA, USC and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.

STUDENT DEMOGRAPHICS

(Facts and Figures - Fall 2016)



With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

Chief Technology Officer

Division: Information Technology Services

Posting Closing Date: April 14, 2020

Req: C1920-131

Location: El Camino College

Position Type: Classified Administrator

REPRESENTATIVE DUTIES

- Lead, direct, and manage the Information Technology Services Division and provide leadership and direction by developing and articulating a clear vision of technology uses and benefits.
- Develop, implement, and maintain the District's Technology Plan working collaboratively with instructional technology proponents.
- Plans, directs, coordinates, and implements new and existing technology, systems, and applications for continuous support to business and academic operations. Oversees and guides the information technology infrastructure to maximize efficiency, productivity, and access.
- Ensure the delivery of quality technology and support through effective needs assessment, and system design, and selection and implementation processes. Interacts with internal and external customers to define needs, evaluate operations, and enact improvements and enhancements.
- Oversees the development, design, implementation, and conversion to new applications, environments, and software programs.
- Develops, maintains, and evaluates policies, procedures, standards, capacity, and infrastructure required to provide flexible and cost-effective information technology services that support quality.
- Establish priorities in conjunction with the District's comprehensive planning and budgeting priorities.
- Develops and maintains system recovery plan in the event of power failure, damage to system, etc.
- Directs and facilitate correction of any system failures, including root cause analysis.
- Develops a continuous information technology planning process to serve faculty, staff, students, and the community.
- Provide leadership in the refinement and implementation of the District's Information Technology plans, including updates.
- Provides managerial direction for the full development, implementation, and refinement of all systems including the District's integrated academic and administrative software computing systems.
- Reviews and approves systems, applications, and security specifications and standards for administrative and academic application networks and software.
- Conceptualizes, analyzes, designs, and programs highly diverse and complex programs for administrative and academic users.
- Researches alternative methods, designs, and programming concepts in an effort to keep the District at the forefront of technological advancement.
- Implements and maintain a high quality, open architecture, service-based information technology infrastructure, and inform the staff of its availability and capabilities.
- Oversees and ensures that mandated records and reports to external oversight agencies are prepared and/or transmitted accurately, appropriately, and on a timely basis.
- Develops and monitors budgets and allocates resources within budget constraints to maximize budgeted resources.
- Initiates partnerships and linkages to business and industry entities to enhance the acquisition of, access to, and efficient use of technology resources.

- Maintain currency in the information technology field, including new emerging technologies, by participating in organizations, committees, task forces, and special assignments.
- Ensures accuracy of print and online publications related to the area of responsibility.
- Anticipates, prevents, and resolves conflicts under areas of supervision. Establishes standards and reviews staff performance. Select, train and evaluate assigned staff. Evaluate staff training and development needs and provide training and educational opportunities for district personnel to maintain and upgrade technical skills to optimize service to users.
- Applies the terms and provisions of applicable collective bargaining agreements; state and federal laws; and District Board Policies and Administrative Procedures in personnel matters.
- Maintain an awareness of and in-depth knowledge of current technology and products to determine appropriate specifications for equipment which may be required.
- Reviews and recommends contracts and services for information technology and related services and equipment. Prepares recommendations and/or contracts, as appropriate, and submits them to the administration and/or the Board of Trustees for consideration.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE

- This position requires any combination of education and experience that is equivalent to Bachelor's degree in a directly related field (computer science, management information systems, business information management, computer engineering or other related equivalent) from an accredited college or university and at least five years of full-time management experience overseeing all aspects of an information systems program which utilizes distributive data processing and a large, complex network.

DESIRABLE QUALIFICATIONS

Education/Training

- An earned Master's degree from an accredited college or university with a major in a related field such as computer science, business information management, computer engineering or other related equivalent.

Experience

- Experience with financial, personnel, payroll and student systems and processes and related software; principles and practices related to system audit and security. Significant experience leading, motivating, directing, training and evaluating personnel and a demonstrated commitment and ability establishing excellent customer services and end-user satisfaction.

OTHER QUALIFICATIONS

Knowledge/Areas of Expertise:

- Computer applications, operating systems, hardware, telecommunications mainframe, micro, and complex LAN/WAN network infrastructure, operating systems, systems management and relational database systems implementation and operation.
- Development/implementation of operating policies, procedures and objectives for information technology.
- Systems design and development process, including requirements analysis, feasibility studies, software design, programming, pilot testing, installation, evaluation and operational management.
- Systems security controls, permissions and interoperability standards to ensure security and integrity of data and consistency in computer software applications.
- AV (media services) and web page development skills.
- Needs assessment methods and project management practices.
- System design, selection and implementation.
- Strategies for developing, implementing and maintaining technology master plans.
- Methods for gathering and presenting general, statistical and technical data.

- Methods and techniques for the development of presentations, contract negotiations business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Change management principles and practices.
- Budget development and expenditure tracking.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Organizational and management practices of as applied to the analysis and evaluation of projects, programs, policies, procedures, developing department metrics and operational needs.
- Principles and practices of administration, effective supervision and training.

Abilities/Skills:

- Manage the Information Technology Services Division.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction or the department and the District.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Lead, motivate, direct, train and evaluate personnel.
- Interpret, apply, explain and ensure compliance with rules, policies and procedures and applicable Federal, State and local and other agency applicable laws and regulations.
- Plan and prioritize work.
- Plan and manage several projects simultaneously, including large scale IT projects of a complex nature, and prioritize projects and other department related activities.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.
- Provide effective customer service and end user satisfaction.
- Manage the technological interdependencies between the institution and instruction, student services and support functions.
- Demonstrate sensitivity to and ability to work with diverse racial, ethnic, gender, cultural and disabled populations.
- Motivate, educate, and facilitate teams to produce quality materials within tight timeframes and simultaneously manage several projects.
- Demonstrate flexibility and creativity in accomplishing work and resolving issues.
- Translate user requirements into computer programs and systems.
- Communicate effectively orally and in writing.

Licenses or Other Requirements:

- Valid California driver's license.

WORKING CONDITIONS:

- Travel within and outside of the District in performing responsibilities and functions. Work under tight timelines.
- Must be able to work a flexible workweek which includes some evening hours and occasional weekend assignments as needed.
- May be assigned to an off-campus location.
- Duties are performed in an office environment, at a desk, or at a computer.
- Contacts done in person or on the telephone with executive, management, supervisory/ academic/classified staff, and the general public.
- Requires travel, sometimes overnight for meetings, conferences, and events.
- Typically may sit for extended periods of time. Operate a computer keyboard. Communicate over the telephone and in person. Regularly lift, carry, and/or move objects weighing up to 25 pounds.

- A sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and students with disabilities.

COMPENSATION AND BENEFITS

SALARY: \$163,248.00 Annually

- The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available, toward which both the College and the employee contribute.
- Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at 50 percent.
- Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security.

Health, Life, Dental and Vision Insurance

- The College provides a diversified insured benefit program for all full-time employees including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available toward which both the College and the employee contribute.

Sick Leave and Disability

- Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at fifty percent.

Retirement

- Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and social Security. Upon termination, STRS or PERS retirement contributions may be withdrawn in full, plus accumulated interest. Various benefit options are available for employees upon retirement.

CONDITIONS OF EMPLOYMENT

Full-time, 12-month administrative position. Working hours are Monday through Friday, 7:45 a.m. until 4:30 p.m. Excellent fringe benefits including eight 32-hour work weeks during the summer. Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

TO APPLY

An applicant must submit the following by the closing date: Tuesday, 04/14/2020 by 3:00 p.m. PST

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as ONE PDF document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

Applicants with disabilities requiring special accommodations must contact Human Resources at least five (5) working days prior to the final filing date.

Please Note: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

Closing Date: Tuesday, 04/14/2020 by 3:00 p.m. PST

INTERVIEW EXPENSES

Only individuals identified for FINAL interviews are eligible to have their expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Candidate must complete a Travel Request and Reimbursement Form and submit it together with all supporting documentation to the Human Resources Department.

FOR FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:

El Camino College
Human Resources Department
Mark Rogers
310-660-3593, Ext. 3479
mrogers@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.