



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Application Deadline: July 31, 2019; 5:00 p.m.

DIRECTOR OF INFORMATION TECHNOLOGY

Classified Administrator

Annual Salary range - \$114,957 - \$133,076

BENEFITS:

Medical, dental, prescription, and vision benefits, provided for employee and dependents. Cost of premiums fully paid by district. Employee life insurance provided. Position is CalPERS eligible for retirement benefits.

GENERAL DESCRIPTION

Under general direction, serves as the chief technology officer and provides leadership and strategic vision for planning and implementing information technology to support the instructional, student support, administrative, and operational programs of the District. Directs an array of services including data center operations, voice and data communications systems, administrative computing systems, network services, e-mail, intranet and internet services, virtual servers, storage area network, disaster recovery and back-up, technical support services, classroom services, computer hardware and software acquisition, inventory, emergency communications, maintenance and repair, computer system design and installation.

REPRESENTATIVE DUTIES:

- Develops and directs a technology infrastructure that supports the academic, administrative and operational functions of the district
- Leads the development, revision, and implementation of the District Technology Master Plan in support of the District Educational Master Plan
- Plans, organizes, directs, and manages the day-to-day operations of College technology services to operating departments
- Works with Instruction, Student Services, Administrative Services and the Presidents component to identify and prioritize the implementation of information technology to improve college programs and services
- Develops, recommends and coordinates the implementation of policies, standards, protocols and user rights and responsibilities for the acquisition and use of technology
- Coordinates selection and directs the installation, refinement and upgrading of enterprise software systems (e.g., Finance, HR, Student Information, and Student Financial Aid)
- Develops and enforces policies and procedures to ensure the protection of college technology assets and the integrity, security and appropriate confidentiality of college data
- Directs and coordinates the development and operation of telephone services and e-mail, public and private cloud services
- Defines scope of projects and conducts research, outlines methods of approach and schedules projects in light of priorities, workload and available resources



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- Directs and coordinates the installation, operation and maintenance of student computer facilities
- Coordinates the purchasing, maintenance, repair, and installation of computer hardware; assures system security; maintains an adequate supply inventory; coordinates and selects from third party vendors as necessary
- Provides leadership for IT construction projects including network and smart classroom design using established procedures and provides equipment and systems troubleshooting, maintenance, and repair
- Provides responsive advice, counsel and education to college leaders on technology issues and trends
- Continually develops the skills of technology support staff
- Supervises the preparation of state-required reports including the District's Management Information System (MIS) submissions
- Hires, trains, supervises, evaluates performance and provides leadership to assigned employees
- Prepares a variety of reports and correspondence appropriate to assignment
- Represents the college in relationships with the State Chancellor's Office, other community colleges, other institutions and agencies and the community in areas related to technology
- Chairs the Technology Committee and serves on college committees and participates in professional organizations appropriate to assignment
- Develops and manages the departmental budget
- Performs related duties as required or assigned

QUALIFICATIONS

This is a classified management position.

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Education and Experience:

A Bachelor's degree from an accredited college or university in management information systems, computer science or related field.

At least three years demonstrated experience in information technologies management in an institutional setting. Previous budget management experience (e.g. developing, implementing, and assessing short and long range plans); strategic planning experience related to technology; and supervisory experience required.

Desirable:

Master's degree from an accredited college or university in management information systems, computer science or related field.

Experience in higher education



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Knowledge of:

Computer hardware and software, communications systems and networks and related technology
Use and impact of technology on teaching and learning
Use of technology to support administrative functions, including enterprise software systems
Budget preparation and management
Effective oral and written communication skills
Effective interpersonal skills using tact, patience and courtesy
Supervisory principles and practices

Ability to:

Solicit constructive input from stakeholders with differing priorities and perspectives as part of the decision-making process
Exhibit skills in systems analysis and design
Keep apprised of and be responsive to changes in technology
Demonstrate skills in project management
Mentor, train, develop, supervise and evaluate the activities of others
Communicate clearly and effectively verbally and in writing
Establish and maintain effective working relationships with faculty, staff and College administration
Perform consistently under the pressure of deadlines and other administrative demands and work cooperatively with others

ASSIGNMENT/SALARY BENEFITS

This classified administrator will be employed by an annual contract beginning on a date agreed upon by the selected candidate and the District. **The current salary range is \$114,957 - \$133,076.** There are four annual step movements; initial placement will be at step 1, unless approved by the Superintendent/President. There is a stipend for an earned doctorate. Twelve days of sick leave and twenty days of vacation are earned annually. There are eighteen paid holidays. **Medical, dental, prescription, and vision benefits, provided for employee and dependents. Employee life insurance provided. Cost of premiums fully paid by district for employee and dependents with no monthly cost to employee. Position is CalPERS eligible for retirement benefits.**

APPLICATION PROCEDURE

Submit the following materials, as a package, to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482. These materials may also be scanned and submitted electronically via email to Human Resources, HRrecruiting@mendocino.edu, or faxed by the deadline date above to 707-467-1023.

- Mendocino College Non-Academic Application and Voluntary Applicant Survey: https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified_0.pdf
- A Letter of interest that succinctly addresses how the candidate's experience and professional qualifications prepare him or her for this position, also include how candidate's background



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demonstrates a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students and employees.

- Resume including education, experience, professional organizations and accomplishments.
- Photocopies of related transcripts (official copies required upon employment).
- Contact information for at least three current professional references.

Incomplete application packets will not be forwarded to the selection committee.

Interviews are by invitation only.

The college does not reimburse applicants for related travel expenses.

THE COLLEGE: Established in 1973, Mendocino College is a vibrant and inclusive academic community rich in culture, creativity, diversity, and cutting-edge technology. A fully accredited two-year community college, the District serves more than 4,500 students in the greater parts of Lake and Mendocino Counties.

The beautifully landscaped main campus is located in Ukiah, California — ranked among the best small towns in the United States. With clear skies and panoramic views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a new state-of-the-art Library/Learning Center, high-tech Allied Health Facility, and Student Center. The college operates two newly constructed and fully equipped centers in Willits and Lakeport, and the newly acquired Mendocino Coast Center, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities.

With a comprehensive curriculum and engaging instruction, Mendocino College, provides a wide variety of degree, certificate, transfer, occupational and community service programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College boldly prepares students for a future of innovation and success.

THE COMMUNITIES: Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.



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Mendocino College welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.

UKIAH CAMPUS
1000 HENSLEY CREEK ROAD
UKIAH, CA 95482

NORTH COUNTY CENTER
372 E. COMMERCIAL STREET
WILLITS, CA 95490

COAST CENTER
1211 DEL MAR DRIVE
FORT BRAGG, CA 95437

LAKE CENTER
2565 PARALLEL DRIVE
LAKEPORT, CA 95453