



Job Description Classification

**Assistant Chief Technology Officer
NON-BARGAINING UNIT**

**Grade 13
EXEMPT**

BASIC FUNCTION

This position is responsible for aiding the Chief Technology Officer in all aspects of information technology for a VSC College, including strategic planning, hardware and software support, training, infrastructure and policy for information technology.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Assist the Chief Technology Officer in planning, implementing, monitoring and evaluating campus Information Technology resources, services and functions.
- Manage the daily operations of college Information Technology, including, staffing, administration of computing facilities and local area network infrastructure, media services, projects, help desk.
- Provide desktop support for students, faculty, and staff.
- Assist with planning, monitoring and administration of departmental budgets; negotiate vendor relationships.
- Provide technical consulting to faculty, staff and students.
- Assist with training coordination.
- Assist in the research, implementation and monitoring of technology directions and best practices.
- Represent the Chief Technology Officer in meetings and planning groups, when necessary.
- Serve on campus, system and professional committees.
- Assist in the formulation, recommendation and enforcement of policies relevant to technology at the college.

SUPERVISION EXERCISED

This position is responsible for direct supervision of 3 - 4 staff members.

SUPERVISION RECEIVED

Direct supervision is received from the Chief Technology Officer. Work assignments may also be received directly from the college President.

QUALIFICATIONS

Bachelor's Degree in relevant field or equivalent combination of education and experience. Masters Degree or extensive coursework in business administration desirable.

- Three to five years experience in a variety of positions in information technology, preferably in education , with experience in customer service.
- Basic technical skills including an ability to understand existing systems, emerging technologies, and best practices in applying procedures, tools and methods.
- Experience with project management as well as identifying and incorporating best practices.
- Demonstrated communication skills.
- Some supervisory experience helpful.
- Experience with team approaches to problem-solving.