

VICE PRESIDENT – INFORMATION TECHNOLOGY

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the President-Westchester Community College, this position directs the independent operation of the Information Systems division at Westchester Community College. Responsibilities include developing, planning, coordinating and initiating department operations to provide effective and efficient application of data processing technology for the College campus as well as off-site extension centers. The incumbent is also responsible for the procurement, implementation, management, planning and development of all information systems used at the College, including but not limited to, campus based mainframe services, personal computer networks (server and network administration), systems application and development, multimedia services, telecommunications, internet access, and instructional information systems laboratories. The incumbent also plans for and implements information systems techniques and methodologies for academic and administrative purposes such as registration, admissions, student records, etc. The incumbent participates in setting information systems processing priorities for the College, develops policies for the recommendation and approval for the purchase of hardware, software and services, evaluates the effectiveness of proposed initiatives, and establishes policies for the implementation of information systems at the College. In addition, the incumbent serves on the President's cabinet and participates in the discussion, formulation and interpretation of College policies. Supervision is exercised over a number of Information Systems professionals, technical and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, develops and administers the operation of the College's Information Systems department for the effective and efficient application of information systems to accomplish College-wide administrative and instructional objectives;

Evaluates requests from user departments and establishes priorities for implementation based on an evaluation of needs and resources, and delegates responsibilities to appropriate staff, monitors progress and provides project oversight;

Develops the operating budget for the Information Systems department, with particular attention to short and long-term hardware and software needs, service purchases, contracts and operating expenses, and monitors budgetary expenditures;

Evaluates new technologies, concepts, and methodologies and recommends and/or implements additions, upgrades, and replacements;

Supervises the preparation of reports on Information Systems operations, cost, proposals, recommendations, etc. as needed; evaluates same for further action;

Encourages and promotes Information Services to the College community, provides staff training and development, and provides technical and instructional support to all users;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Maintains relationships with service vendors (equipment, software and data processing supplies), ensuring the effective management of the Information Systems inventory to provide a wide array of services to all users on a continual basis;

Works with the Director of Institutional Research and Planning to review projects, reports, and activities to evaluate and prioritize the use of information systems used in initiatives or ongoing projects;

Keeps abreast of current trends within the Information Systems field to ensure the College is using the most effective technologies to meet administrative and instructional goals and objectives;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

Performs other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the current principles, practices, methods and techniques of data processing and information management; thorough knowledge of the principles and practices of systems, organization and management analysis; thorough knowledge of the application of computers for instruction in higher education; thorough knowledge of computer applications such as spreadsheets, word processing, calendar, email and database software; ability to plan and organize a variety of activities; skill in establishing and maintaining effective work relationships; ability to communicate effectively both orally and in writing; integrity; tact; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Masters Degree* with major coursework in Computer Science or Information Systems and seven years of recent (within the last ten years) operations experience where the primary function of the position was directing computer based information systems or computer analysis and design, three years of which must have been in a supervisory capacity; or (b) Bachelor's Degree* with major coursework in Computer Science or Information Systems and eight years of experience as described in (a), including the supervisory experience; or (c) satisfactory combination of training and experience as defined by the limits of (a) and (b).

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post secondary degree granting institution.

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Job Group: W04