Position Information	
Title	**Chief Technology Officer**
Job Category	Management
Position Number	
Location	
Job Description	BASIC FUNCTION: Under the direct supervision of the Chancellor, the Chief Technology Officer provides leadership and support for all digital and technology systems in student services, instructional services, business services, voice and data communications, and local and wide area networking within the Yuba Community College District.
Job Duties	ESSENTIAL DEMONSTRATED LEADERSHIP CHARACTERISTICS Student Access and Success: The Chief Technology Officer will have a deep commitment to student access and success, for students enrolled in the colleges, manifested in long-term success for the students and the District. Risk-taking: The Chief Technology Officer will be committed to identifying gaps in student success and identify innovative technology resources for the District and colleges to improve results. Team-building: The Chief Technology Officer and his/her team will foster among faculty, staff and administrators a culture of innovation and effective implementation driving towards common goals of improving student access and success. Establishes a Sense of Urgency: The Chief Technology Officer will work to establish and maintain among leaders, faculty, administrators and staff a healthy sense of urgency and motivation to improve student access and success. Plans for Lasting Change: The Chief Technology Officer will have strong strategic ability to plan for change in ways that ensure broad buy-in and action that significantly improves student access and success. Results-oriented: The Chief Technology Officer will develop and ensure effective implementation, routine assessment of progress and data-informed improvement to build a culture of inquiry and evidence to support a results-oriented approach across the district. Effective Communicator: The Chief Technology Officer will collaborate with faculty, staff, and administrators to develop, maintain, and support digital and technology services to facilitate student access, success, and effective learning. Financial and Operational Ability: The Chief Technology Officer will identify needs and align resources and expenditures to achieve significantly improved results in student outcomes, implementing well-designed institutional changes at scale, and ensuring they are embedded for the long term. Entrepreneurship: The Chief Technology Officer will work to identify and develop resources that support strategies for improving student access and success. Leading Beyond College Boundaries: The Chief Technology Officer will reach beyond the district to guide the district and colleges to achieve broader aims for student success collaborating with external partners achieving improvements in student readiness and success. DESCRIPTION OF RESPONSIBILITIES WILL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING: • Advise the Chancellor and the College Presidents on all digital and technology solutions for the colleges and the District services.

	• Plan and supervise the maintenance, integrity, and security of the District is digital and information systems.
	• Assist in the development, implementation, and maintenance of the District Technology Plan.
	• Develop and maintain a disaster recovery plan (DRP).
	• Responsible for District network administration; establish departmental and end-user standards, policies, and procedures.
	• Assist with and support institutional research.
	• Supervise and manage IT staff.
	• Establish and evaluate IT professional development programs for District employees.
	• Prepare and manage the technology and information systems budgets.
	• Review and recommend guidelines for providing technical assistance and training to District employees.
	• Effective interpersonal and formal communication skills.
	• Oversee IT Help/Support response time and accurately meets user needs.
	• Conduct periodic needs assessments related to telecommunications, training of District staff, and hardware and software purchases and upgrades; (LANs & WANs).
	• Assist and advise District staff in the development of instructional distance learning technologies.
	• Responsible for District E-mail system and other communication systems.
	• Develop programs and policies to ensure optimum service and maintenance of technological equipment.
	• Support the development of an inventory control system for all IT assets.
	• Coordinate, maintain, and administer the district wide strategic planning process for Information Technology, Educational Technology, and Management Information Systems; (Ellucian-Colleague, People Admin, Office 365, etc.).
	• Review software and hardware technology needs and make recommendations.
Required Qualifications	MINIMUM QUALIFICATIONS: The successful candidate, by the final filing date, must possess the minimum qualifications: • Bachelor's Degree from an accredited college or university institution in management information systems, computer science, or a closely related field; • Or professional qualifications and experience in information technology at a similar level which clearly demonstrates the ability and history of technology & business leadership at the "C Suite" level • Professional leadership, management & technology training, qualifications and awards demonstrating relevant Subject Matter Expertise & contributing to prior success in similar positions would be a great asset. EXPERIENCE: Five years increasingly responsible leadership & management experience, directing an information technology department in a public or private sector agency particularly through a transformational process or through periods of great change, and prior experience is considered essential for success in this position.
Desired/Preferred Qualifications	DESIRED QUALIFICATIONS: • 3 years of senior administrative experience, higher education preferred. • Experience in strategic planning, research, institutional effectiveness, grants management, policy and procedure development, state and federal reporting. • Knowledge of the California Education Code and Title 5. • Knowledge of working with HSI colleges (Hispanic-serving institutions).

Physical Demands	
Special Conditions for Eligibility	
FLSA	Exempt
Range/Step	Range, 45 Management Salary Schedule
Salary	$124,368 - $153,656/YR.
Benefits Information	BENEFITS/SALARY: The District offers a comprehensive benefits package for employees and dependent, valued at over $24,273 annually with currently no out of pocket expenses to employees or dependents for monthly premiums. The package includes health, dental, vision, two (2) life insurance policies and an Employee Assistance program. Additional benefits include contributions to the State Teacher's Retirement System (STRS), 457/403b options, 12 sick days, 22 vacation days, 223 days/12-month contract. WORKING CONDITIONS: In accordance to Board Policy, smoking is prohibited in the facilities and on the grounds of Yuba Community College District. WORK DAY, WORK WEEK, and WORK YEAR: The District has the right to establish work day, work week, work year; hours of positions within the District may vary.
EEO Statement	As an equal opportunity employer with a diverse staff and student population, the Yuba Community College District is committed to creating an inclusive and effective learning and working environment for all. EQUAL EMPLOYMENT: Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.