



PERALTA COMMUNITY COLLEGE DISTRICT

333 East 8th Street * Oakland, CA 94606 * (510) 466-7200

www.peralta.cc.ca.us

College of Alameda – Laney College – Merritt College – Vista Community College

(READVERTISEMENT)

CLASSIFIED MANAGEMENT JOB VACANCY

CHIEF INFORMATION OFFICER (INFORMATION TECHNOLOGY)

**DISTRICT ADMINISTRATIVE CENTER
OAKLAND, CALIFORNIA**

**REVIEW OF APPLICATIONS WILL BEGIN ON JANUARY 8, 2004
AND WILL CONTINUE UNTIL THE POSITION IS FILLED
(The offices will be closed on November 27 and 28, 2003 and
December 22 through January 2, 2004)**

**(See important detailed application procedures below.
Appointment to this position is subject to the availability of funds)**

The Chancellor of the Peralta Community College District is pleased to announce the official search process to identify and select a Chief Information Officer (Information Technology). The Peralta Community College District is located in the beautiful Oakland/San Francisco Bay Area, an area which leads the world in technology and innovation. This District is seeking to appoint an individual who will become part of the Chancellor's team responsible for implementing an ambitious agenda in advanced training and higher education to serve all segments of a culturally diverse urban community. The Peralta Community College District serves six cities in the East Bay. The District is renowned for its support of education and has a reputation for developing effective approaches to serving the varied interests and needs of the community. The Peralta Community College District was founded in 1964, serves 29,000 students, and is one of the top community college districts in the State of California in transferring students into the University of California system.

The Information Technology Department is located in the District Administrative Center and is responsible for district-wide information technology functions including administrative systems and services, campus computing services and technical services (e.g., e-mail, network systems, web services, voice/telephone/video systems and services and District-wide help desk services).

Individuals are invited to apply who are interested in joining a team of educational leaders, who understand the principles and distinction of excellence in management and commitment to visionary leadership, and who are committed to community service and academic excellence.

THE POSITION

The Chief Information Officer (Information Technology) will report directly to the Senior Vice Chancellor for Finance and Administration and Chief Operating Officer. Under guidance, the Chief Information Officer (Information Technology) exercises overall responsibility for Administrative Computing, Academic and Instructional Technology Support Programs, telephone switching equipment, network infrastructure, and Local and Wide Area Networks. Coordinates the activities of the Department of Information Technology and Management Information Systems such that the organization is able to meet the current needs of an integrated academic and administrative services support organization. Works to ensure that the requirements of the entire organization are met. The Chief Information Officer (Information Technology) will provide leadership and work in concert with an outside management-consulting firm during the transition of the coordination of the day-to-day operation of the District Information Technology and Management Information Systems Department.

EXAMPLES OF DUTIES

- Assists the Colleges in their efforts to provide students with the necessary technology skill sets, knowledge, and experience to secure employment or pursue advanced educational opportunities.
- Supports academic departments in their efforts to implement technology programs and systems that facilitate the educational process.
- Provides all administrators and faculty with effective communication systems and decision support systems utilizing desktop applications.
- Ensures that implementation of technology will occur in an integrated manner designed for the benefit of both academic and administrative purposes.
- Develops and manages the budget for the Information Technology and Management Information Systems Department.
- Coordinates activities to ensure that State mandated reporting requirements are met in a timely and cost effective manner.
- Coordinates and administers the district-wide strategic planning process for Information Technology and Management Information Systems.
- Coordinates the activities (serves as Chairperson) of the District's technology advisory groups, including the Technical Advisory Group, the Instructional Technology Group, and the Administrative Systems Group, and assist them in the creation, implementation, evaluation and periodic updating of the District's Strategic Technology Plan.
- Functions as a liaison between District Technology Support Services and the District/College user community to coordinate voice-video-data services on the District's

Wide Area Network/Local Area Networks with particular attention to matters related to district-wide services such as coordination of LAN/WAN operational issues, oversight of District Wide Area Network and College Local Area Network managers, assignment of bandwidth on the WAN, and implementation of Internet access, Library Automation and Distance Learning services on the network.

- Works with appropriate College officials to evaluate technology implementation and performance.
- Negotiates and monitors telecommunications airtime and site lease agreements and contracts.
- Maintains the District's ITFS and Microwave broadcast licenses.
- Coordinates District-wide efforts to obtain state and federal grants in support of the District's Strategic Technology Plan.
- Prepares state reports on district technology and distance learning programs and grants.
- Represents the Chancellor at state and national meetings dealing with technology issues.
- Serves on state and regional technology committees.
- Represents the District in the national higher education technology organization (EDUCAUSE).
- Reports to the Chancellor on Administrative and Academic Technology issues and activities.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree from an accredited college or university institution in management information systems, computer science, business administration or a closely related field.
2. Five (5) years increasingly responsible experience in the administration of a computer center with extensive network systems.
3. **Knowledge and Abilities:**
Knowledge of:
 - Planning, organization and direction of Information Technology and Management Information Systems.
 - Budget preparation and control.
 - LANs, WANs and other operating systems.

- Oral and written communication skills.
- Principles and practices of management, supervision and training.
- Applicable laws, codes, regulations, policies and procedures..
- Networking and telecommunications techniques.

Ability to:

- Plan, organize, control and direct.
 - Communicate effectively with both the user community and department staff.
 - Supervise and evaluate the performance of assigned staff.
 - Interpret, apply and explain rules, regulations, policies and procedures.
 - Meet schedules and deadlines.
4. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS

1. Master's Degree from an accredited college or university institution is desirable.
2. Community college or other public agency management information systems experience.
3. Demonstrated successful experience in resolving complex user problems.
4. Experience managing large projects.
5. Experience in managing employees covered by union contract.
6. Experience with mainframe and web-based technology.

SALARY AND BENEFITS

This is a full-time, twelve-month classified management position. Salary is negotiable based on qualifications.

The Peralta Community College District provides an outstanding fully paid fringe benefits program including holidays, sick leave, twenty-two (22) days of paid vacation each year, medical, dental, life insurance and membership in the California Public Employees' Retirement System (PERS). Many benefits apply to both employees and their dependents.

SELECTION PROCEDURES

A selection committee will review and evaluate applications to select a limited number of candidates for interview. Meeting minimum qualifications for a position does not assure the candidate an interview.

APPLICATION PROCEDURES

Applicant must submit a complete application packet as described below:

1. Brief letter of interest (maximum of two typewritten pages) stating specifically how you would address the challenges and opportunities of the position.
2. Current resume of work experience, formal education, training and qualifications.
3. Provide a copy of the Bachelor's Diploma. Official transcripts from a fully accredited college or university institution will be requested and required upon employment.
4. Incomplete application materials will not be considered. **Legible faxed materials accepted until 4:30 p.m. on the filing deadline date. Postmarks not accepted.**
5. All application materials submitted will be considered for this position only and will not be returned, copied or considered for additional or future openings.
6. Travel expenses for the interview and selection process will be borne by the candidates.
7. Inquiries and all materials are to be mailed or delivered to the:

**Office of Human Resources
Peralta Community College District
333 East Eighth Street, Oakland, CA 94606
Information: (510) 466-7297
24-Hour Job Hotline: (510) 466-7223
Fax No. (510) 466-7280 or (510) 466-7397
Website: <http://www.peralta.cc.ca.us>
California Relay Service for the
Hearing-Impaired: 1-800-735-2929**

APPOINTMENT TO THIS POSITION IS CONDITIONAL UPON THE APPROVAL OF THE BOARD OF TRUSTEES.

CONDITIONS OF EMPLOYMENT

Employees must satisfy all pre-employment requirements to work for the Peralta Community College District which include, but are not limited to, the following items.

REQUIRED FOR ALL EMPLOYEES

Tuberculosis Examination: Prior to employment, the successful candidate will be required to submit evidence (either skin test or X-ray report) of being free of tuberculosis within the past sixty (60) days. The TB test is a condition of employment and any expense must be borne by the successful candidate.

Fingerprinting Requirement:

As a condition of employment, all employees working for community colleges in the State of California are required to be fingerprinted within the first ten (10) working days of the date of employment pursuant to Education Code Section 88024. The District Office of Human Resources processes fingerprints electronically. During the employment intake process, new employees must pay the processing fee of \$81.00 via Money Order or Cashiers Check only payable to the Peralta Community College District.

Immigration Requirement: According to the Immigration Reform and Control Act, the Peralta Community College District is required to verify that all new employees are:

- 1) A citizen or national of the United States;
- 2) An alien lawfully admitted for permanent residence; or
- 3) An alien authorized by the Immigration and Naturalization Services to work in the United States.

All new employees are required to complete and sign a verification form and provide documentation attesting that he/she is a United States citizen, national, or an alien lawfully authorized to work in the United States.

District Policy: A Social Security Card will be required following selection and prior to completion of the hiring process. The employment process cannot be completed without a copy of the Social Security Card on file in the Office of Human Resources.

MAY BE REQUIRED

Medical Examination: Under state regulations and as a condition of employment, certain positions may require a medical examination prior to employment. Expenses incurred will be borne by the employee.

MISSION STATEMENT

The mission of the Peralta Community College District is to provide accessible, high quality Adult-learning opportunities to meet the educational needs of the multicultural East Bay community.

VISION

The Peralta Community College District will be an exemplary system by being responsive to the educational needs of our community, by providing learner-centered educational experiences and by being committed to innovation and continuous improvement.

The Peralta Community College District is an Affirmative Action/Equal Opportunity Employer. In conformance with the Americans with Disabilities Act, requests for reasonable accommodations may be made to the Office of Human Resources by calling (510) 466-7283.

The Peralta Community College District reserves the right to close or not fill any advertised position.