

PALOMAR COMMUNITY COLLEGE DISTRICT

TELECOMMUNICATION SPECIAL GRANT PROJECT DIRECTOR – E-CONFERENCING

DEFINITION

The e-Conferencing Project Director provides leadership for the development and management of the e-Conferencing Project, a telecommunications technology grant from the California Community College Chancellor's Office for a system-wide electronic meeting/learning solution.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director, Library/Media Center.

Exercises direct supervision over professional and technical staff.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Assume leadership role in defining, determining and successfully implementing the mission and future goals, objectives, policies and procedures for the e-Conferencing Project; perform long-range and strategic planning pertaining to the needs of e-Conferencing.
2. Direct management staff to implement the broad scope of day-to-day operations and services for the e-Conferencing grant affecting the development and implementation of a readily accessible electronic meeting/learning solution throughout the California Community College (CCC) system.
3. Demonstrate considerable experience in project planning and management, change management, quality control, workload performance standards, risk assessment, and procurement.
4. Set project priorities and assign programmatic areas of responsibility to staff; review and evaluate work methods, assess needs and procedures to determine end user satisfaction, review e-Conferencing project activities to assure progress toward objectives; and direct and implement changes with approval of e-Conferencing Project Monitor.
5. Oversee and direct the recruitment and hiring of all staff, including the process for selecting and hiring all vendors and consultants in accordance with established legal, grant and College requirements; ensure timely performance evaluations are conducted for staff; maintain effective and open communication with Palomar College Human Resources Department and staff.
6. Demonstrate extensive experience in financial and functional analysis, budget administration and change management for multi-million dollar projects; oversee and participate in the development and administration of grant budget; approve timeline for forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate or necessary.
7. Maintain a leadership role as the CCC system-wide expert in meeting/learning solutions; research and participate in conferences, workshops and seminars to remain current on the e-conferencing industry, technology trends, educational issues and regulatory requirements relevant to e-Conferencing operations.

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8. Prepare and conduct presentations at conferences, workshops and seminars as required.
9. Formulate and recommend strategies to acquire and implement systems technology solutions.
10. Direct all phases of equipment, software and systems purchases, and operations and maintenance to meet the operational needs of the e-Conferencing project and its initiatives, such as CCC Confer, including negotiating vendor contracts in accordance with District and Chancellor's Office policies.
11. Assume management responsibility for the preparation of all RFP's or other bids for engineering, technical and business operations/equipment and guarantee appropriate administrative signoffs; negotiate and maintain all relevant contracts and agreements and ensure adherence to established codes and regulations.
12. Oversee the development and distribution of clear and concise work plans and reports to all required entities; work with the Chancellor's Office Project Monitor and various committees to direct the process for designing and implementing Project Work Plans.
13. Assume management responsibility for the establishment and operation of an e-Conferencing Advisory Committee.
14. Participate in shared governance by developing and maintaining relationships with Palomar's key administrative staff, the CCC Chancellor's Office, other California Community Colleges, State legislature and other planning bodies, to build consensus, gain acceptance, and promote and expand usage of the e-Conferencing Project and its initiatives (such as CCC Confer by the CCC system for administrative meetings, instruction and collaboration).
15. Extend collaborative efforts with the K-12 community, California State University (CSU), University of California (UC), other CCC system-wide projects, non-profit organizations and private sector business, as appropriate; build and maintain strategic business partnerships.
16. Travel frequently on behalf of the e-Conferencing Project (15% - 20%).
17. Possess a valid California driver's license.
18. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- Project management principles and practices.
- Best practices in the customer support arena.
- Budget development and oversight for multi-million dollar projects.
- Methods and techniques of hiring, supervising and evaluating a large staff, including staff professional development.
- Marketing principles and practices
- Writing successful proposals and business plans.
- Database management principles and software applications
- Technologies, such as video streaming, e-learning, e-Conferencing, e-meeting, principles of database management, and *best practices* of customer service.

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Ability to:

- Manage a multi-million dollar system wide technology project for the California Community Colleges.
- Plan and manage complex budgets.
- Recruit, hire and manage large technical and professional staff.
- Collaborate with a variety of outside agencies and organizations.
- Work with staff to create and implement complex projects and plans.
- Negotiate contracts and agreements.
- Make effective public speaking presentations before small and large groups and/or organizations.
- Demonstrate excellent written, oral communication and presentation skills.
- Work with staff to coordinate the preparation of plans and reports.
- Build and maintain strategic business partnerships, alliances, and relationships.
- Interpret and apply policies, laws and regulations, as required.
- Establish and maintain effective working relationships with staff and outside agencies, vendors, contractors, and other stakeholders.

Experience and Education/Training Guidelines

A combination of experience and education/training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three to five years of increasingly responsible executive or senior management experience in higher education, public, government or private sector.

Education/Training:

Master's degree in business administration, information technology, or related fields.

Preferred Qualifications:

The ideal candidate will have competencies in the following areas:

- Knowledge of the culture and protocol of higher education.
- Knowledge of accessibility requirements for electronic media.
- Demonstrated success in implementing large-scale technology projects in higher education.