Department: Telecommunications – Grants	**FLSA Status:** Exempt
Staff Category: Administrative Association (Classified Administrator)	**Salary Range:** 71
Supervision Received From: Assistant Superintendent/Vice President, Instruction	**Original Date:** July 2012
Supervision Given: Administrative, supervisory, classified, hourly, and volunteer staff in Telecommunications – Grants	**Last Revision:** June 2021

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB SUMMARY.

Responsible for providing leadership for the development, implementation, and management of grant-funded projects that serve the California Community College Chancellor's Office for system-wide technology.

DISTINGUISHING CHARACTERISTICS.

The Director, Telecommunications – Grants is distinguished from other information technology management classes by its overall responsibility for Telecommunications – Grants operations and staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.

2. Assumes a leadership role in defining, determining, and successfully implementing the mission and future goals, objectives, policies and procedures for the services and projects; performs long-range and strategic planning, and overseeing partnerships of other technology grants and initiatives.

3. Directs project administrators to implement the broad scope of day-to-day operations and services for Telecommunications – Grants, which also includes oversight of other system-wide technology grants.

4. Directs and leads in project planning and management, change management, quality control, workload performance standards, risk assessment, and procurement of technology resources; sets project priorities and assigns programmatic areas of responsibility to staff; reviews and evaluates work methods; assesses needs and procedures to determine end user satisfaction; reviews project activities to assure progress toward objectives; directs and implements approved system and/or project changes.

5. Oversees and participates in the development and administration of multiple grant budgets; approves timeline for forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate or necessary.

6. Maintains a leadership role as the California Community Colleges system-wide expert in meeting, learning and digital media solutions; researches and participates in conferences, workshops, and seminars to remain current on the e-conferencing and digital media industry, technology trends, educational issues, and regulatory requirements relevant to project operations; works closely with and continues to develop partnerships with system-wide grants and online education initiatives.

7. Prepares and conducts presentations at conferences, workshops, and seminars as required.

8. Formulates and recommends strategies to acquire and implement systems technology solutions for use by grant projects, system-wide deployment efforts and online initiatives.

9. Oversees equipment, software and systems purchases and operations and maintenance to meet the operational needs of projects and initiatives.

10. Assumes management responsibility for the preparation of all Request for Proposals (RFPs) or other bids for engineering, technical and business operations and equipment and guarantees appropriate administrative signoffs; negotiates and maintains all relevant contracts and agreements and ensures adherence to established codes and regulations.

11. Oversees the development and distribution of clear and concise work plans and reports to all required entities.

12. Assumes management responsibility for the establishment and convening of advisory committees.

13. Extends collaborative efforts with K-12 schools, California State University (CSU), University of California (UC), other California Community Colleges system-wide projects, non-profit organizations, and private sector businesses as appropriate; builds and maintains strategic business partnerships.

Marginal Functions:

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.

2. Participates in shared governance by developing and maintaining relationships with the District's administration, the California Community Colleges 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 projects and their initiatives.

3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:

1. Managerial principles and practices.
2. Project management principles and practices.
3. Best practices in the customer support arena.
4. Budget development and oversight for multi-million dollar projects.
5. Grant management principles and practices.
6. Marketing principles and practices.
7. Educational technology implementation practices and management.
8. Proposal and business plan development principles and practices.
9. Database management principles and software applications.
10. Educational administration principles and related processes.

11. Currency in educational technology trends, including video streaming, e-learning, e-conferencing, principles of web development, and related best practices.

Skill in:

1. Supervising, training and directing the work of others.
2. Providing leadership, support, and assistance for multiple grant projects.
3. Utilizing a computer and related software applications.
4. Analyzing and troubleshooting difficult situations accurately and adopting an effective course of action.
5. Establishing and maintaining effective working relationships with those contacted in the course of work.
6. Interpreting complex data and information.
7. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
8. Communicating clearly and concisely, both orally and in writing.
9. Mediating difficult and/or hostile situations.
10. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
11. Managing multi-million dollar system wide technology projects.
12. Planning and managing complex budgets, including grant budgets.
13. Collaborating with a variety of statewide agencies, organizations and colleges.
14. Managing and implementing complex projects and plans.
15. Negotiating contracts and agreements.
16. Speaking and presenting to small and large groups.
17. Identifying, building, and maintaining strategic business partnerships, alliances, and relationships.
18. Implementing complex technologies.
19. Analyzing financial data and prepare reports, forecasts and recommendations.
20. Working independently.
21. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

Experience and Training Guidelines:

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

Experience:

Six years of increasingly responsible executive or senior management experience managing large-scale technology projects in higher education, public, government, or private sector.

Education/Training:

A bachelor's degree from an accredited college or university in educational technology, business administration, computer science, or a related field.

WORKING CONDITIONS.

Environmental Conditions:

The employee works under typical office conditions with extensive exposure to computer screens and contact with faculty, students, other departments and the public.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time and performing required duties. Requires travel to District and other locations.

TERMS OF EMPLOYMENT.

All positions within this classification are specially-funded and their continuation is dependent upon availability and/or continuation of funds.