Director of College Technology Services
San Diego Community College District

Job Title	Director of College Technology Services
Department	Administrative Services
Institution	San Diego Community College District
	San Diego, California
Date Posted	Feb. 5, 2025
Application Deadline	02/07/2025
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/5979830
Apply By Email	

Job Description

Director of College Technology Services

San Diego Community College District

Closing Date: 2/7/2025

Position Number: 00120573

Location: Continuing Education

Position Type:

Director of College Technology Services
San Diego Community College District

Classified

The Position:
Posting Details (Default Section)

Closing Date: 02/07/2025 Open Until Filled No Classification Title Director of College Technology Services Working Title Director of College Technology Services (Restricted) Recruitment Limits This is a restricted position. Continuation of this position is based upon continued funding from the available the Covid Recovery Block Grant. The position and the incumbent's assignment will terminate when the funding is no longer available. Location Continuing Education Pay Information *Range 6 ($10,725.84 - $17,471.26) per month based on the current***Management salary schedule**
Initial salary placement is commensurate with related experience and promotional rules. The District offers a comprehensive fringe benefit package including employer paid: medical, dental and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement, Promoted or transferred employees will be placed as specified in the Management Employees Handbook and is non-negotiable. This position is FLSA Exempt and may not accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee Collective Bargaining Agreements and Handbooks, and more information about terms and conditions of employment to include salary and benefits.

Position Equivalent FTE: 1.0 FTE No. Months: 12 months Position Number: 00120573 FLSA Status Exempt (does not accrue overtime) Position Type Classified Bargaining Unit Management Range 6 Department Administrative Services The Position From San Diego College of Continuing Education President Dr. Tina M. King:

Established in 1914, San Diego College of Continuing Education (SDCCE) is among the oldest and largest noncredit institutions in the nation, serving approximately 20,000 students annually at seven campuses across the city of San Diego, at various community locations, and online. As the adult education arm of the San Diego Community College District, our students are among the most diverse in California-culturally, ethnically, and educationally-and our college is proud to be playing a preeminent role in alleviating poverty in our community.

San Diego College of Continuing Education commits to student success and community enrichment by providing tuition-free, accessible, equitable, and innovative quality education and support services to diverse learners in pursuit of lifelong learning, training, career advancement, and pathways to for-credit colleges. Our programs are specialized to address essential areas of adult education and workforce

development, including short-term career training in priority industry sectors; English as a Second Language; basic skills; an Emeritus program for those 55 years old or older; and Disability Support Programs and Services. The San Diego College of Continuing Education's career training programs alone contribute a quarter-billion dollars to the San Diego regional economy each year. San Diego College of Continuing Education was one of the first noncredit institutions in the U.S. to be separately accredited by the Western Association of Schools and Colleges (WASC), recognized for its impactful community presence, innovative programs, and commitment to transforming lives through accessible education and career pathways.

At San Diego College of Continuing Education, we are committed to the principles of equal employment opportunity and to hiring qualified applicants who are dedicated to student learning and success. Joining SDCCE means becoming part of a dynamic team that is deeply committed to providing accessible, high-quality education to a diverse community. Candidates who believe that they can demonstrate this commitment are encouraged to apply.

To learn more, please visit:
Mission Statement: **https://sdcce.edu/about/mission-statement**
You Belong: **https://sdcce.edu/organization/you-belong**
President's Office: **https://sdcce.edu/organization/president**
NOTE: This is a restricted position. Continuation of this position is based upon continued funding from the available the Covid Recovery Block Grant. The position and the incumbent's assignment will terminate when the funding is no longer available.

Please note that an employee may be transferred to any site at the option of the Chancellor. Classification Description Click **here** for description.

If you would like to open the link in a different tab or window, right click and select the option. Desired Qualifications **Knowledge:**

- Analytic methods.
- Budget development and management and control including grant writing.
- Contract/Agreement principles.
- Computers and applicable software applications.
- Diagnose and resolve complex technology issues.
- Excellent leadership skills, the ability to work collaboratively within a team, and ability to inspire team members.
- Knowledge of Higher-Ed instructional programs and goals and student services requirements related to information technology.

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- Proven track record of managing information technology and business-related relationships and interacting with senior and executive leadership.
- Interpersonal skills including tact, patience, and courtesy.
- Interrelated roles of administrative, instruction, and student services.
- Local, State, and federal laws and regulations governing programs and services related to information technology.
- Major systems implementation and development including online, state-of-the-art personal, mini, and mainframe computer, database management, and telecommunication systems.
- Management, supervision, and public administration principles.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Program management and team leadership.
- Principles and techniques used in the analysis and evaluation of services and programs.
- Public sector funding opportunities related to information technology opportunities and programs.
- Related innovations, issues, and trends affecting administrative and education operations and programs.
- Research, analyze, and apply relevant information to the development of information technology processes and programs.
- Technical aspects of telecommunications, teleconferencing, local and wide area networks, voice, data, video communications, satellite, digital microwave, fiber optics and cabling systems.
- Trends within information technology.
- Use of technology as an instructional tool and managing information.
- Workforce training and development.

Skills and Abilities:

- Assure compliance with state and federal requirements, codes and laws related to instructional services.
- Assure conformance of community college operations to applicable federal, state, county, and local laws and regulations.
- Communicate effectively both orally and in writing.
- Communicate effectively with diverse constituencies, within and District.
- Coordinate assigned District wide functions.
- Coordinate and provide leadership to evaluating, monitoring and maintaining information technology services.

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- Demonstrate analytical and assessment abilities.
- Demonstrated ability to communicate with diverse constituencies within and outside the District.
- Demonstrated ability to work with Management Information Systems Technology.
- Demonstrated communication and interpersonal skills necessary for participatory governance and management.
- Demonstrated capacity to foster trust and develop the talents and expertise of staff so that they can assume expanded responsibilities.
- Develop and manage a budget, and offer clear fiscal leadership.
- Develop efficient network of media communications within the District, the community, and related business environments, to enhance and improve the institution's information technology services and programs.
- Effectively formulate priorities, develop and evaluate programs responsive to the constantly changing needs.
- Establish and maintain effective and cooperative working relationships with others.
- Establish project objectives, deliverables and conditions of satisfaction.
- Formulate program policy to implement the District's mission, goals and objectives in accordance with local, State and federal laws.
- Influence and persuade people to follow a prescribed course of action.
- Integrate major management information system capabilities with user requirements.
- Implement, evaluate and strengthen instructional services and programs.
- Leadership in directing technical and cost-effective information systems solutions for a large and complex environment with various constituencies and competing agendas.
- Long-range and strategic planning in community colleges.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Plan, organize, and coordinate personnel and financial resources.
- Plan, organize, direct, administer, review, and evaluate assigned programs and services
- Produce procedures and documentation.
- Provide consistent efficient leadership and motivate others to work constructively.
- Research, analyze, develop and interpret policies and procedures impacting assigned areas of responsibility.
- Train, supervise and evaluate personnel.
- Work independently with little direction.
- Work with diverse academic, cultural, and ethnic backgrounds of community college students and staff.

Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the

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National Association of Credential Evaluation Services **(NACES)** or Academic Credentials Evaluation Institute, INC.**(ACEI)**. A copy of the evaluation must be submitted with your on-line application. Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals. Special Instructions to Applicants: To ensure consistency, fairness, and alignment with our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

Application materials sent via mail, fax, or email will not be accepted. All correspondence, including interview invitations, will be communicated via email.

We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the strictest confidence, and we encourage applicants from diverse backgrounds to apply.

1. Complete online application;
2. Cover Letter;
3. Resume; AND,
4. Three (3) references included within the online application.
5. Unofficial Transcripts (Optional).
6. Foreign Degree Evaluation (Required if applicable).
7. Licenses/Certificates/Credentials (If applicable).

Tentative Timeline (Subject to Amendments) Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form**; AND,
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

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- Employed on an initial contract of one (1) year that is eligible for renewal annually for up to a subsequent one-year period.

Additional Information: **EMPLOYEE BENEFITS**
SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment. Posting Number CL01738

Major Responsibilities:

Qualifications:

Desired Qualifications:
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To apply, visit: https://www.sdccdjobs.com

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Administrative Services

San Diego Community College District

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