

Associate Vice Chancellor, Information Systems and  
Operations  
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=254910>

Downloaded On: Apr. 3, 2025 10:05am

Posted Mar. 26, 2025, set to expire Jun. 1, 2025

<b>Job Title</b>	Associate Vice Chancellor, Information Systems and Operations
<b>Department</b>	management
<b>Institution</b>	Foothill-De Anza Community College District Los Altos Hills, California
<b>Date Posted</b>	Mar. 26, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate Vice-(Provost/Chancellor)
<b>Academic Field(s)</b>	Administration - Other Administration - Executive
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**Job Description**

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**Associate Vice Chancellor, Information Systems and Operations**

HR EMPLOYMENT/CAREERS

**Initial Review Date: 04/21/25\***

\*For full-consideration, all application packets must be received by 11:59 pm on the closing date.

**Salary Grade:**



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**Full Salary Range:** \$162,484.61 - \$228,632.20 annually\*\*

\*\*Actual placement is based on applicant's verified education and experience (**Customary Hiring Range: \$162,484.61 - \$179,139.30 annually**). In addition, candidates with verified educational units beyond the minimum qualification may qualify for additional pay.

**The Foothill-De Anza Community College District is currently accepting applications for the management position above.**

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

**Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

**Job Summary:**

The Associate Vice Chancellor, Information Systems and Operations serves as a senior leader within the Foothill-De Anza Community College District's Educational Technology Services (ETS) division, reporting directly to the Vice Chancellor of Technology. This position provides independent oversight and strategic leadership for the District's information systems, enterprise applications, technology infrastructure, and information security, while operating under general administrative direction. A primary focus is ensuring that the District's technological resources are reliable, resilient and scalable. An additional area of responsibility is convening and guiding campus stakeholders to support

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innovation and to deploy district-wide shared student and employee-facing applications.

The Associate Vice Chancellor is responsible for leading the development, deployment and maintenance of technology services that support the District's current operations and future growth. This position has primary daily operational responsibility for the Banner Enterprise Resource Planning System, sub-systems supporting student, administrative and fiscal operations, and collaborates with leadership to evaluate and deploy upgraded back-end and user facing systems, The Associate Vice Chancellor oversees the Business Continuity Group Supervisor and Project Management Office Supervisor, and is expected to foster a culture of IT excellence, collaboration, and accountability, ensuring that technology services are delivered with a strong emphasis on customer service and user satisfaction.

The District has embarked on a journey of digital transformation, and the Associate Vice Chancellor should have experience leading IT initiatives and digital transformation within a complex organization, preferably in higher education. This role requires strategic vision, communication acumen, strong problem-solving skills, and expertise in enterprise IT operations, project management, service delivery, and incident response. The Associate Vice Chancellor must possess a collaborative and forward-thinking mindset and demonstrate a commitment to inclusive technology practices, ensuring that technology effectively supports the District's educational mission and long-term goals.

This position exercises a large degree of independent judgment, in consultation with the Vice Chancellor of Technology as appropriate. The position operates primarily from the District's ETS offices, with periodic flexibility based on the operational needs of the department.

**POSITION PURPOSE:**

Reporting to the Vice Chancellor of Technology, responsible for the development, maintenance, operation, and support of the hardware and software application systems used in support of business services, instructional administration, student support services, and other administrative operations of the District (e.g., FRS, HRS, SIS, email, Institutional Research databases, web servers, student registration). Leads the planning, development, acquisition, implementation, and operation of software application systems and data administration; develops information architecture and standards; directs the management and maintenance of centralized and distributed server systems and operations.

**NATURE and SCOPE:**

This position is responsible for recommending technologies which determine future development and

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direction; determining which technologies will have the greatest impact on the district's information systems (FRS, HRS, SIS); conducting technical evaluations and studies; improving Information Systems effectiveness and efficiency; improving technology life cycles; providing users access to knowledge bases; creating new ways to retrieve data easily; identifying hardware and software standards; maintaining security of systems; directing capacity planning, systems failure analysis and resolution, and preparing the budget.

**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

1. Provides direction and clearly describes methods to improve district information technology delivery and efficiency.
2. Provides district-wide leadership to assure the integrity, reliability, and security of computerized information.
3. Stays current on advances in information technology, provides recommendations on new systems as appropriate.
4. Develops and coordinates district-wide long and short-range plans for systems development, maintenance, security, production activities, and support services.
5. Works with administrative departments to define business requirements and applies appropriate hardware and software technologies to meet requirements.
6. Provides technical advice and guidance to district and college administrators, faculty, and classified staff on the design, installation, modification, and operation of college-based information systems, academic and communication projects and equipment.
7. Develops specifications for new systems components and oversees the acquisition/development, installation, testing, and implementation of administrative support software and systems.
8. Works collaboratively with other technology administrators to define hardware requirements in support of administrative systems and to monitor the performance and security of administrative application servers, and to define and implement appropriate training and support services for administrative systems users.
9. Work with other District administrators and technology managers to design and implement access security and internal control functions.
10. Directs the operations of the district data center operations and systems administration support.
11. Leads in developing and effectively managing assigned technology projects and operational resources.
12. Interfaces with industry and academic organizations to maintain state-of-the-art knowledge in emerging technologies, and enhance the district's image.
13. Identifies and monitors mandatory and appropriate communication standards and protocols, and

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standards of hardware and software.

14. Directs and supervises the activities and services of the Information Systems and Operations staff in providing services to faculty, staff, administration, and students; establishes standards of performance and methods of operation; assigns and monitors workloads and projects; and evaluates staff.
15. Develops and manages the budget for departmental operations.
16. Supports, implements, and promotes compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs, and services.
17. Assures compliance with the District's Injury and Illness Prevention Program; maintains a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.
18. Performs related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Mission and objectives of the District as they relate to information systems and computer services.
2. Project management, leadership, and supervision.
3. Understanding of change management, financing, action planning, and strategic planning.
4. Computers and accompanying technology.
5. Policies and procedures related to community colleges and federal grants.
6. Educational institution operation, related laws, regulations, public policies and administrative practices, including FERPA, HIPAA, and other federal and state regulations regarding security of student and employee data.
7. Data Center Operations management, systems administration, and systems hardware and software configuration and management.
8. Disaster planning and records management.

### **Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Provide leadership in planning and implementing a complex and integrated program of

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information technology.

3. Communicate effectively both orally and in writing, including writing complex proposals and producing written reports.
4. Ability to achieve results through others.
5. Strong conceptual skills and analytical abilities.
6. Demonstrate commitment to customer service and end user satisfaction.
7. Organizational skills.
8. Manage several projects at one time.
9. Maintain excellent communications with non-technical system users.

**MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Bachelor's degree from an accredited institution.
3. Three years demonstrated director-level experience in managing complex software implementation projects in a multi-department environment or three years managing an enterprise-wide information system, preferably in higher education.
4. Experience in developing and managing vendor relationships.

**Preferred Qualifications:**

1. Master's degree.

**WORKING CONDITIONS:**

**Environment:**

1. Office environment.
2. Data center operations environment

**Physical Abilities:**

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1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

**APPLICATION PACKET:**

1. A District on-line application on <http://hr.fhda.edu/careers/>. \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

**If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date.**

**CONDITIONS OF EMPLOYMENT:**

**Position:** Full-Time, Contract, 12-months per year

**Starting date:** As soon as possible upon completion of the search process.

Annual salary plus benefits; excellent benefits package which includes coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>





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Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/2036?c=fhda>

### Contact Information

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

### Contact

Management

Foothill-De Anza Community College District

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