

**DIRECTOR, INFORMATION TECHNOLOGY PROJECT IMPLEMENTATION/  
FISCAL INTEGRATION**

**DEFINITION**

Under the general direction of the Chief Technology Officer, plans, organizes, manages and provides administrative direction and oversight for all functions and activities related to Information Technology new and ongoing Project Implementation. The Director prepares, analyzes and reviews complex reports; performs project audits; directs, procures and implements ongoing training; and manages management reporting for project accounting, expenditures and purchases to the College Executive Team.

**SUPERVISION RECEIVED AND EXERCISED**

Position receives administrative and general direction from the Chief Technology Officer. Provides various and general direction for supervisory, professional, technical and administrative Information Technology Project Implementation support staff.

**CLASS CHARACTERISTICS**

This director-level classification directs, manages and/or participates in major project implementation and related activities of the Information Technology Department, including Fiscal Services/Information Technology integration, Document Management, Campus wide Information Technology Fiscal Services liaison and other Large Scale projects as assigned. This class works in conjunction with and provides assistance to the Director of Information Technology, Associate Vice President of Fiscal Services in a variety of capacities, including but not limited to coordinative, analytical, administrative and department liaison capacities. Successful performance of the position requires knowledge of public policy related to District Budgets and Finances and the ability to develop, manage and implement projects in many areas.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Implements and manages projects, services and activities related to those projects for Information Technology, the Fiscal Services Department, and other Campus wide projects as designated, and as assigned.
- Direct and manage the full and complete implementation of Strata Information Group's (SIG) Mt. SAC Fiscal Services Analysis and Recommendations Project first presented in 2014 (DRAFT Banner Finance Assessment Report version 4.3 attached as Exhibit I). Implementation responsibilities include all levels of project management, training and integration from both an Information Technology and a Fiscal Services perspective.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the assigned functions and programs. Establishes, within District policies, appropriate service and staffing levels within budgetary guidelines and restrictions.
- Ensures all budget and accounting transactions for those projects are handled according to regulations, District Policies, and Fiscal independence standards. Develops, reviews and implements College and Information Technology policies related to assigned projects to meet and exceed legal District, State, Federal Audit requirements.

- Selects, trains, motivates and directs assigned Department project personnel: evaluates work for acceptability and conformance with Department Standards, including program and project priorities, for performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the Department's ongoing service delivery methods by: developing, reviewing and implementing policies and procedures to meet legal requirements and District, Division and Department needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of ongoing positive service delivery change.
- Directs accurate and timely reporting of project implementation status to ensure compliance with Federal State and Local regulations.
- Coordinates and manages various project Audits and related reports; communicates audit status, findings, and conclusions and makes audit recommendations to Senior Management.
- Monitors project implementation budget: approves purchase requisitions to ensure expenditures are in accordance with Project Budgets and rules.
- Ensures all project fixed assets (hardware and software) are reported to the fixed asset system with Fiscal Services.
- Manages implements and coordinates in the role of liaison between Information Technology and Fiscal Services ensuring proper utilization of the automated Enterprise Application System (Ellucian Banner): coordinates with Information Technology and Fiscal Services to ensure the proper functioning of the Application software; provides technical expertise to Fiscal Services Staff within Information Technology guidelines on system updating, operation and reconciliation, report creation and distribution, and oversees documentation of training and procedures.
- Coordinates with Information Technology Department and Fiscal Services in a collaborative effort to enhance the functional requirements of the Application Software Systems Finance application.
- Coordinates assigned projects and services with Other District Departments and Divisions to establish proper implantation and utilization reflective of District Goals.
- Provides guidance, project expertise, ensures appropriate training, and prepares presentations related to pertinent Information Technology and Fiscal Services programs and services as they integrate and collaborate with all inter and intra departmental programs and agencies.
- Attends and participates in professional group meetings, various District Committee and Advisory Groups.
- Maintains and directs the maintenance of working and official department files and documentation in conjunction with Generally Accepted Accounting Principles (GAAP) and with city, county, state and Federal guidelines.
- Monitors changes in City, County, State and Federal Laws that may affect District and Information Technology Departmental operations; in cooperation with the Fiscal Services

Department, review and implement emerging technologies related to Fiscal Services, applying policy and procedural changes as required.

- Prepares and or reviews and present staff reports, various management and information updates to designated audiences and special reports as assigned by the Director of Fiscal Services.
- Responds to difficult and/or sensitive public or private inquiries and complaints within the scope of assigned projects. Investigates said inquiries and assist with the resolution and/ or recommendations.
- Seeks and acquires appropriate training in current and emerging technologies to achieve the appropriate level of technological expertise to perform duties in an efficient, organized and timely manner. Ensures projects stay abreast of current new trends and technological innovations for all ongoing and new projects and services as they relate to higher education and the community college environment.
- Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR) as provided by applicable law and District policies. Attend District mandated DHR training and participate in DHR investigations as directed. Prevents discrimination, harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in the Department of Human Resources.
- Develops, reviews and implements College's policies and procedures to meet and exceed legal and District requirements as they related to assigned projects.
- Monitor and evaluate the efficiency and effectiveness of service delivery and customer service.
- Directs and monitors the distribution of work, support systems and internal reporting relationships and identifies opportunities for improvement and implements the improvements and changes.
- Perform other related duties and Special Projects as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation and evaluation.
- Project budget development, administrative practices, organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs.
- Principles and practices of employee supervision, including work planning and assignment, review and evaluation and staff training in all pertinent work procedures.
- Public agency project and contract administration, District-wide administrative practices and general principles of risk management as it relates to the functions of the assigned area.

- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs; principles and practices of a Community College District administration.
- Principles, practices and techniques of program and policy development and implementation.
- Applicable Federal, State and local laws, regulatory codes, ordinances and procedures relevant to assigned projects and operations.
- Methods and techniques for the development and presentations, business correspondence and information distribution; research and reporting methods, techniques and procedures.
- Financial and statistical recordkeeping principles and procedures.
- Modern Office practices, methods and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of excellent service deliver by effectively dealing with the public, vendors, students and District Faculty and staff, including individuals of various ages, disabilities and socio-economic groups.

**Ability to:**

- Develop and implement goals, objectives, policies and procedures, work standards, and internal controls for the Department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the District.
- Interpret, explain, apply and ensure compliance with Federal, State and Local policies, procedures, laws and regulations.
- Plan, organize, direct and coordinate the work of management, supervisory, professional and technical personnel; delegate authority and responsibility.
- Select, train, motivate and evaluate the work of staff and train staff in work procedures.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of administrative service programs and administrative activities.
- Effectively represent the District and the Department in meeting with Governmental agencies, contractors, vendors, and various business, professional, regulatory and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
  - Direct the establishment and maintenance of a variety of filing, recordkeeping and tracking systems for assigned projects.

- Operate modern office equipment, including computer equipment and the effective implementation and utilization of specialized and proprietary software applications programs such as Ellucian/Banner.
- Use English effectively to communicate in person, over the telephone and in written communications.
- Understand the scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according established policies and procedures.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course and scope of work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from a regionally accredited four (4) year college or university with major coursework in accounting, finance, business administration or a related field. A Master's Degree in a related field and five (5) years of management and/or administrative experience in finance, information technology, senior project management, accounting and/or other financial and accounting programs and experience in a fiscal services office and/or information technology in an institution of higher education and with complex integrated finance enterprise application systems (Ellucian/Banner) are desirable.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Employee must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person before groups and over the telephone. This is primarily a sedentary office classification, although standing in work areas and

Walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification may occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 20 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditioners, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing department policies and procedures.