

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

Class Title: VP for Information Technology			BOT Date: May 21, 2003
Level: ADM04	FLSA Status: Exempt	Class Code: A0401	Adm. Rev: August 16, 2006

### GENERAL DESCRIPTION

Cabinet-level college officer responsible for the administration and leadership of all administrative technology; oversight includes fiscal responsibility, and setting the vision, mission and strategies for moving the institution forward in a competitive technology-rich higher education environment. Oversees all areas of networking, computing, telecommunications, training, Web development, professional development services, and provides service and support as appropriate to Academic Technology.

### KEY RESPONSIBILITIES

### % OF TIME

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1. *	Work collaboratively with faculty, staff and administrators to develop, maintain and support technology services.	20%
2. *	Consult with and advise college personnel to determine technology solutions to address needs and identify appropriate resources to meet these needs.	15%
3. *	Manage the college-wide technology plan to reflect the infrastructure, equipment and software needs of the entire college.	15%
4. *	Coordinate all levels of technology services and resources of the division.	15%
5. *	Manage the fiscal, capital and personnel resources of the division.	10%
6. *	Provide leadership and management of the Professional Development Services unit to include web services.	10%
7. *	Advance the computing and networking environment to adapt to the changing needs of the College and the community.	5%
8. *	Develop and promote opportunities for staff recruitment, development and professional growth.	5%
9. *	Represent the College in community, state, regional and national programs and professional organizations.	5%
10.	Performs other duties and responsibilities as assigned.	

\* Indicates an "essential" job function.

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<b>KEY JOB REQUIREMENTS</b>		
<i>Education:</i>	Master's degree minimum, Ph.D. preferred in Education or Technology.	
<i>Experience:</i>	Five to seven years of administrative experience in a higher education setting with teaching experience desired.	
<i>Level of Planning: Scope of Planning</i>	Formal plans that exceed one year, but not three years beyond normal operational planning. Scope of planning is college-wide.	
<i>Impacts:</i>	Impact on Operating Budget: Has a strong, but not controlling voice in decisions on the budget; can authorize or recommend expenditures within an approved budget.	
<i>Impact of Decisions:</i>	The work involves leadership, which routinely affects HCC in a demonstrable way.	
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent is typically created in this position. A high degree of analytical ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems	
<i>Decision Making:</i>	Multi-faceted: Supervision is present on a limited time basis to review broad objectives. Independent judgment is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with College-wide policies.	
<i>Problem Solving:</i>	Problem solving requires choice of course of action, which are limited by broad College policy and requires understanding and evaluation of impact upon the College. The problems may involve exceptionally technical difficulty requiring consultation with outside experts. Policy, procedures, and precedent are created and/or approved by this position. Solutions affect College policy or the operations of campuses.	
<i>Communications with Others:</i>	Internal and External Communications: Requires regular contacts with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or the handling of difficult person relationships.	
<i>Supervision of Others:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results of those departments.	
<i>Job-Related Knowledge:</i>	Requires knowledge of emerging technologies and the ability to integrate information from many diverse areas.	
<i>Innovation/ Creativity:</i>	Work requires the development of innovative methods, procedures, products, and systems. This is a significant part of the job and results generally affect the whole school.	
<i>Working Conditions/ Physical Effort:</i>	Office environment with little physical effort. Typically sitting at a desk or table.	