



TEMPLE COLLEGE  
TEMPLE, TEXAS

## **Job Description**

**JOB TITLE:** Associate Vice President, Information Technology/Finance  
**FLSA:** Exempt  
**SALARY LEVEL:** Grade 9-Professional  
**DATE:** February 11, 2009

*The following duties, responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties, responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements that may be added over the course of time.*

### **SUMMARY:**

Under general supervision of the Vice President, Administrative Services, sets strategic direction, and recommends institutional policy for information technology. Provides all aspects of information systems, technology, strategic planning and direction, system security and database integrity for a full-service, integrated information services function of the College. Formulates strategies for developing and implementing the College budget.

### **DUTIES AND RESPONSIBILITIES:**

The incumbent:

- Directs departmental operations and supervises employees directly and through lower level managers and supervisors.
- Participates in development, implementation, and maintenance of policies, objectives, short- and long-range planning; develops tracking and evaluation programs to assist in accomplishment of established goals.
- Develops and establishes policies and objectives consistent with those of the College to ensure efficient operation of individual departments.
- Consults and coordinates with College officials on matters of policy, interdivisional interaction, and capital improvement issues.
- Collaborates with departments and administration to establish goals and priorities for technology solutions to meet institutional needs.
- Develops and manages annual budgets for the College and performs periodic cost and productivity analyses.

- Develops and administers budgets and plans for technology development and deployment in the College.
- Recommends and participates in the development of College policies and procedures.
- Updates and maintains relevant state-of-the-art technology, equipment, and/or systems.
- Participates in development, implementation, and maintenance of policies, objectives, short- and long-range planning; develops tracking and employee evaluation programs to assist in accomplishment of established goals.
- Plans, oversees, and coordinates the development, installation, and support of computing and network support services for the College and its various operating components.
- Oversees and/or participates in the design, development, implementation, and evaluation of end user services and integrated information initiatives for the College.
- Coordinates and provides leadership for new system development and implementation, and current system enhancements and improvements; reviews, evaluates, and develops proposals for new hardware/software and/or upgrades, as appropriate.
- Plans and coordinates the analysis, design, programming, timely implementation, and testing of applications projects.
- Participates as a member of management team in planning, problem resolution, and reviewing department performance.
- Oversees the supervision of personnel, which includes work allocation, training, promotion and enforcement of internal procedures and controls, and problem resolution; evaluates performance and makes recommendations for personnel actions.
- Performs problem resolution and provides on-call support for computer/network systems.
- Develops and coordinates programs and initiatives to ensure quality of performance and currency of skills among staff within the College.
- Updates knowledge regularly with respect to relevant state-of-the-art technology, equipment, and/or systems.
- Provides management and technical expertise in the planning, design, implementation, and maintenance of multiple relational database management

systems for the unit; monitors and coordinates databases to optimize performance and interactivity.

- Performs miscellaneous job-related duties as assigned.

**MINIMUM JOB REQUIREMENTS:**

Master's degree with 7 years of directly related job experience.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Knowledge of current technological developments/trends in area of expertise. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Skill in budget preparation and fiscal management. Ability to coordinate and integrate information technology systems development, enhancement and modifications from an overall information services perspective. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Knowledge of business practices and procedures. Knowledge of organizational structure, workflow, and operating procedures. Ability to interpret, adapt, and apply guidelines and procedures. Ability to direct multi-department technical and administrative staff. Ability to develop and implement short- and long-range computer systems, capacity, technology, and operational plans. Knowledge of financial/business analysis techniques. Knowledge of technological developments and directions in area of expertise.

**PHYSICAL EFFORT:**

Light physical activity is required with occasional lifting of objects up to 15 pounds.

**WORKING CONDITIONS:**

Work is normally performed in an office setting. Duties will require travel in personal or school owned vehicles.

**SUPERVISOR OF:**

Administrative Assistant, Departmental Supervisors

**DIRECT SUPERVISOR:**

Vice President, Administrative Services