

SUPERVISOR, INNOVATIVE INFORMATION TECHNOLOGY

JOB SUMMARY

Under the general direction of the appropriate area administrator, provide leadership and advanced technical guidance in support of the District's technology objectives. This position supports Information Technology teams by exploring, evaluating, and integrating emerging technologies into existing systems and business processes; supervising the planning and implementation of technology projects; and promoting innovation, efficiency, security, and sustainability across the District's IT environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Plan, design, and implement systems, platforms, and processes that improve the efficiency, effectiveness, scalability, and reliability of District technology services.
2. Evaluate emerging and innovative technologies for alignment with District goals, existing systems, security requirements, and operational sustainability.
3. Supervise and coordinate the planning and implementation of Information Technology projects, ensuring appropriate documentation, timelines, risk management, and inter-team collaboration.
4. Manage and support cloud-based and on-premises implementations of information systems to meet current and future District needs.
5. Develop technical documentation, architectural plans, and implementation strategies for network, data, security, and enterprise technology initiatives.
6. Review and analyze business processes across functional areas, identifying opportunities for optimization, automation, and improved service delivery.
7. Coordinate with administrators, Information Technology staff, and stakeholders to ensure compliance with Board Policies, Administrative Procedures, regulatory requirements, and industry best practices.
8. Assist in the development, implementation, and maintenance of network and information security policies, standards, procedures, and audit-support documentation.
9. Provide guidance and technical leadership to Networking, Systems, and Enterprise Applications teams, with consideration for system integration, interoperability, and cross-team impacts.
10. Support Public Key Infrastructure (PKI) and external SSL certificate management efforts, ensuring timely renewals, secure implementation, and the promotion of automation and process efficiencies.
11. Support the development, maintenance, and enhancement of the District's data warehouse, reporting infrastructure, and system integration mechanisms.

12. Support the Enterprise Applications team in the evaluation and implementation of third-party applications and enterprise systems.
13. Support Systems and Networks teams with the implementation and maintenance of cloud platforms, virtualization environments, and infrastructure services, emphasizing automation, resilience, and operational efficiency.
14. Provide functional, technical, and project-based guidance to Information Technology staff and teams as assigned; evaluate and review the performance of direct reports; coordinate and manage the training of technical staff.
15. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. California community college or higher education environment.
2. Cloud platforms (e.g., Microsoft Azure, AWS, or equivalent).
3. Virtualization technologies and hybrid infrastructure environments.
4. Data warehouse platforms, reporting tools, or enterprise analytics.
5. Public Key Infrastructure (PKI) and SSL certificate management.
6. Identity and access management systems.
7. Enterprise or third-party applications.
8. System integrations and API-based data exchanges.
9. Automation, scripting, or infrastructure-as-code solutions.
10. Information security frameworks and compliance requirements applicable to higher education.
11. Project management principles including coordination or work across technical teams and functional areas.
12. Relevant industry certifications (e.g., Azure, AWS, VMware, CISSP, Security+, PMP, ITIL) or equivalent demonstrated expertise.
13. Knowledge of cloud and on-premises infrastructure, system integration practices, and enterprise technology environments.
14. Laws and ordinances pertaining to the specific responsibilities of the position.
15. Preventive, detective and corrective controls that serve to protect information resources.
16. Computer security issues, requirements and trends.
17. Information security standards and laws, including HIPAA and FERPA, etc.
18. Current technologies and best practices in software development methodologies.

Skills in:

1. Working effectively as a team member.
2. Meeting schedules and timelines.
3. Communicating effectively both orally and in writing.
4. Maintaining documentation and records.
5. Handling multiple assignments simultaneously and set priorities based on customer needs.

Ability to:

1. Stay current with trends in higher education technology, cybersecurity, cloud computing, data platforms, and enterprise systems, applying relevant innovations to District operations.
2. Commit to innovation, continuous improvement, and the effective use of technology to support

- student services, instruction, and institutional operations.
3. Support or lead technology projects involving multiple systems, teams, or stakeholders.
 4. Develop technical documentation, standards, or implementation plans.
 5. Analyze business processes and recommend technology-driven improvements.
 6. Communicate effectively with technical staff, administrators, and non-technical users.
 7. Analyze and define user problems and requirements and develop efficient, cost-effective systems solutions.
 8. Conduct information systems and procedures analysis and feasibility studies.
 9. Analyze complex problems, evaluate alternatives and make sound recommendations.
 10. Organize, plan and complete applications development projects efficiently and in accordance with District quality standards.
 11. Develop and maintain information architecture; authentication and authorization frameworks, relational databases, application programming languages, web technologies.
 12. Establish and maintain cooperative and effective working relationships with others.
 13. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

QUALIFICATIONS AND REQUIREMENTS

Education and Experience:

1. A bachelor's degree from an accredited institution in Information Technology, Computer Science, Information Systems, Engineering, or a related field; AND
2. Five (5) years of increasingly responsible professional experience in enterprise information technology environments, including work in one or more of the following areas systems and/or network administration, Cloud and virtualization platforms, enterprise applications or systems integration, or information security or infrastructure services; OR
3. An equivalent combination of education, training, and/or experience.

Licenses and Certifications:

Must possess, or be able to obtain by date of appointment, a valid California driver's license and have a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

This classification performs duties in a controlled-temperature environment including working under typical office conditions with exposure to dust and allergens and responding to emergency system and equipment failure. It requires the ability to sit for extended periods of time in front of a computer screen; use finger dexterity and hand strength to perform simple grasping and fine manipulation; operate a computer and other office equipment on a daily basis; communicate in person and via phone; twisting to reach equipment or supplies; ability to lift to 40 pounds.

This work is performed indoors at campus computer center, in classrooms and various satellite campus locations.