

## CHIEF TECHNOLOGY OFFICER

### **BASIC FUNCTION**

Under the executive leadership of the Vice President of Administrative Services or designee, the Chief Technology Officer provides strategic oversight for a complex enterprise environment that includes academic and administrative computing, network infrastructure, telecommunications, classroom and media services, enterprise applications, and information security. This role is responsible for ensuring the reliability, security, and innovation of the District's technology resources to effectively support and advance the institution's educational mission, strategic goals, and commitment to student success.

The Chief Technology Officer leads a diverse team of technology professionals and is tasked with fostering a culture of exceptional service, collaboration, and continuous improvement, ensuring that technology is a strategic enabler for teaching, learning, and all District operations.

### **REPRESENTATIVE DUTIES**

*(E = Essential Duty)*

1. Develop, articulate, and implement a comprehensive, forward-looking Technology Master Plan that aligns with the District's Educational Master Plan and strategic goals. ***E***
2. Serve as the principal advisor to the Vice President of Administrative Services and executive leadership on technology trends, risks, and the strategic integration of Artificial Intelligence (AI) and emerging tools into District operations. ***E***
3. Lead major technology transitions and modernization initiatives, including the migration to cloud-native architectures and sunseting of legacy systems. ***E***
4. Chair or co-chair District technology governance committees, fostering collaborative decision-making within the participatory governance framework. ***E***
5. Plan and manage the Information Technology budget and provide oversight for technology procurement funded by District Bonds (e.g. Measure funds) or categorical grants. ***E***
6. Direct the management, security, and performance of the District's core technology infrastructure and enterprise applications, including, but not limited to the Student Information System (SIS) and Learning Management System (LMS). ***E***
7. Oversee the lifecycle management, deployment, and support of all District technology hardware and computing devices. ***E***
8. Direct the design and support of technology for mediated classrooms, ensuring a reliable user experience and compliance with Universal Design for Learning (UDL) and ADA accessibility standards. ***E***
9. Develop and maintain a robust, district-wide information security program to protect institutional data and ensure compliance with federal and state regulations (e.g., FERPA, CCPA). ***E***
10. Oversee the District's disaster recovery and business continuity plans to ensure critical systems and data can be restored in a timely manner. ***E***
11. Lead, mentor, and manage the Information Technology department staff, establishing clear performance goals and standards for Cybersecurity, Help Desk, Desktop Support, and Network teams. ***E***

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12. Develop and implement strategies for staff development to ensure the IT team's skills remain current with evolving technologies. *E*
13. Oversee the negotiation and management of contracts with technology vendors, service providers, and consultants. *E*
14. Perform other duties and responsibilities as assigned.

### **KNOWLEDGE & ABILITY**

#### **Knowledge of:**

1. Principles and practices of information technology management in a complex, multi-site educational institution.
2. Enterprise Resource Planning (ERP) and Student Information Systems (SIS).
3. Network architecture, information security principles, and data center operations, including both on-premises and cloud-based models (SaaS, IaaS).
4. Universal Design for Learning (UDL) principles and their application within Learning Management Systems and classroom technology.
5. Laws governing technology, including FERPA, ADA Section 508, and state cybersecurity requirements.
6. Current trends in Artificial Intelligence (AI) and ethical application in higher education.
7. The Participatory Governance process and collective bargaining environments.
8. Principles of project management, strategic planning, and budget administration.

#### **Ability to:**

1. Demonstrate 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 that balances technical innovation with the District's educational mission.
3. Build and maintain strong, collaborative relationships with faculty, staff, administrators, and external partners.
4. Effectively manage large-scale technology projects from conception through implementation.
5. Oversee District technology from websites to classroom hardware, ~~is~~ meets required standards.
6. Analyze complex problems, evaluate alternatives, and implement effective solutions.
7. Develop and implement policies and procedures that ensure the security and integrity of the District's information assets.

### **EDUCATION AND EXPERIENCE**

- Any combination equivalent to:
  - Master's degree from an accredited institution in Information Technology, Computer Science, Business Administration, or a related field and; Five (5) years of progressively responsible experience in the management of a complex information technology organization, including at least three (3) years in a supervisory or management role; OR
  - Bachelor's degree from an accredited institution in Information Technology, Computer Science, Business Administration, or a related field and; Seven (7)

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years of progressively responsible experience in the management of a complex information technology organization, including at least three (3) years in a supervisory or management role.

### **WORKING CONDITIONS**

**Environment:** District office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; requires some evening and weekend responsibility; occasional travel to other locations to attend meetings or conduct work. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift (up to 20 pounds), carry, push, pull or otherwise move objects of light to moderate weight, work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard, ability to communicate and provide information to others.

### **EMPLOYMENT STATUS**

Classified Administrator

Leadership Salary Schedule

Range: 13

Personnel Management Committee Review: 2/26/2026

BOT Approval: March 20, 2026