

Job Description(s) for President's Cabinet Review

Job Description	
Title:	Chief Technology Officer
Unit:	Management (<i>Previously Executive Management</i>)
Range:	M-23 (<i>Previously EM-2</i>)
Synopsis:	Modified
Rationale:	The Chief Technology Officer job description is being revised and removed from the Executive Management salary schedule to align it with other Chief Officer-level positions at Mt. SAC. The salary range will shift from EM-2 on the Executive Management schedule to M-23 on the Management salary schedule. These positions function as senior operational leaders reporting to a Vice President, rather than as executive-level officers. Standard language was also updated throughout the job description.
Incumbent:	To be recruited
Approved?	

Martha Stone

President's Signature

March 30, 2026

Date

Comments:

CHIEF TECHNOLOGY OFFICER
FLSA: EXEMPT – EM-2 M-23
~~\$20,585.00 – \$22,141.00/month~~
\$18,012.00 - \$20,678.00/month

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Information Technology (**IT**) Department, including ~~District~~ **College**-wide information systems infrastructure, network administration, academic technology support, and telecommunication systems; directs and administers the information technology support operations and activities of the ~~District~~ **College**, including installation, maintenance, and upgrade of all network, telecommunications, and computer infrastructure; **provides strategic leadership for enterprise information systems, including the College's student information systems (SIS) and data environments that support enrollment management, student success, and institutional planning; cybersecurity programs, data governance; emerging technologies; artificial intelligence; advanced analytics; and technology-enabled campus infrastructure supporting instructional and operational environments;** ~~coordinates assigned activities with other District departments, officials, outside agencies, and the public; fosters cooperative working relationships among District departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Vice President, Administrative Services~~ **management** in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

~~Receives administrative direction from the Vice President, Administrative Services~~ **assigned managerial personnel.** ~~The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.~~

CLASS CHARACTERISTICS

This **position** is a Department Head **within the classified administrator** classification that **and** oversees, directs, and participates in all activities **and functions** of the Information Technology Department, including ~~short and long-term~~ planning and development and administration of departmental policies, procedures, and services. This class provides assistance to the Vice President, Administrative Services **assistance to management** in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy and ~~District~~ **College** functions

and activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas. ~~Responsibilities include coordinating the activities of the department with those of other departments and outside agencies, and managing and overseeing the complex and varied functions of the department. The incumbent is~~ **Responsibilities include accountability** for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines **ensuring strategic alignment of the College's information technology infrastructure and operations with student success, enrollment management, and institutional goals.** This class is distinguished from the Vice President, Administrative Services in that the latter is responsible for the overall management of all functions in the Administrative Services Division.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Assumes full management responsibility for all Information Technology Department programs, services, and activities, including information systems infrastructure, network administration, academic technology support, **enterprise information systems**, and telecommunication systems.
2. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within District **College** policy, appropriate budget, service, and staffing levels.
3. Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
4. Selects, trains, motivates, and directs the assigned department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.
5. Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District **College** 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 change.~~
6. Oversees and manages the administration and maintenance of the District's **College's** information technology infrastructure, **including network systems, telecommunications, enterprise applications, and cybersecurity architecture designed to protect institutional systems and data**; evaluates, selects, and approves District **College**-wide computer purchases.
7. Directs the planning, **implementation**, and maintenance, **and integration** of the District's **College's enterprise** administrative software system.
8. Oversees long-term information systems strategies to plan for and control network upgrades and growth; evaluates and implements new **emerging** technologies, **including artificial intelligence, automation, advanced analytics, and cloud-based services, to support instructional, operational, and administrative functions**; encourages

innovation among technical staff in the utilization and implementation of ideas and techniques.

9. Develops and oversees an enterprise systems architecture, defining standards and protocols for data exchange, communications, software, and interconnection of District **College** network information systems; **establishes and maintains institutional data governance frameworks and standards related to data integrity, stewardship, privacy, and appropriate use of College data assets; develops technology standards and architecture for integration of campus infrastructure systems, including network, telecommunications, and technology-enabled building systems.**
10. Updates and maintains the IT Master Plan; provides strategic advice on evaluation, selection, implementation, and maintenance of information systems, ensuring appropriate investment in operational systems, and **cybersecurity protections, and the responsible use of emerging technologies, including artificial intelligence.**
11. **Provides leadership for institutional cybersecurity and information security initiatives, including risk assessment, incident response planning, security awareness programs, and compliance with applicable federal and state data privacy regulations.**
12. Conducts a variety of District **College**-wide technology-focused organizational and operational studies; recommends modifications **and identifies opportunities for improvement** to systems, policies, and procedures as appropriate.
13. **Ensures that all capital construction and renovation projects align with the College's IT Master Plan and broader institutional goals. Collaborates with Facilities Planning and Management, academic departments, and administrative units to plan and implement network infrastructure, smart classroom technologies, telecommunications systems, audio-visual systems, and other technology-enabled building systems; ensures that technology standards, security requirements, and operational needs are incorporated into facility design and construction.**
14. Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine District **College** needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
15. Represents the department **in activities with** to other District **College** departments, elected officials, and outside agencies, **and the public**; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues **responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.**
16. Prepares and conducts various end-user training sessions on IT system operations and functionality to encourage effective use of computing systems and data.
17. Chairs and participates on a variety of **professional group meetings**, boards, commissions, and committees.
18. ~~Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of information technology and other services as they relate to the area of assignment.~~

19. Directs and participates in utilizing a variety of computerized reports **and data analytics tools** utilized in District **College** planning, **including systems that support enrollment management, student success initiatives, and institutional effectiveness, and state and federal reporting requirements.**
20. ~~Maintains and directs the maintenance of working and official departmental files.~~
21. Monitors changes in laws, regulations, and technology that may affect District **College** or departmental operations; implements policy and procedural changes as required.
22. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the ~~Vice President, Administrative Services.~~
23. ~~Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.~~
24. ~~Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.~~
25. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
26. Oversees, leads, and provides high-level **quality** customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
27. Utilizes critical thinking, **sound** decision-making, and problem-solving skills with tact, confidence, and diplomacy.
28. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.
29. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.
30. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
31. Performs other related duties as assigned **consistent with the scope of the position.**

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a DEISAA **diverse, equitable, inclusive, socially just, anti-racist, and accessible** academic and work environment.
2. **Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.**
3. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
4. Public agency budget development, contract administration, District **College**-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
5. Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices

of public agency administration.

6. Principles and practices of **enterprise information technology management, including infrastructure, cybersecurity, enterprise applications, student information systems that support enrollment management and student success initiatives, data governance, emerging technologies such as artificial intelligence,** and program management **technology planning for institutional facilities.**
7. Applicable ~~F~~federal, ~~S~~state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
8. Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
9. Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.
10. Modern office practices, methods, and computer equipment and applications related to the work **scope of responsibility.**
11. English usage, ~~grammar, spelling, vocabulary, and punctuation.~~
12. Techniques for effectively representing the District **College** in contacts with governmental agencies, community groups, and various business, professional, educational, and regulatory, **and legislative** organizations.
13. Techniques for providing a high level of customer service by effectively ~~dealing~~ **interacting** with the public, vendors, students, and District **College** staff, including individuals of various ages, disabilities, socio-economic **levels** and ethnic groups.

Skills & Abilities to:

1. Implement, advocate for, and communicate the College's vision and commitment to creating a DEISAA **diverse, equitable, inclusive, socially just, anti-racist, and accessible** academic and work environment.
2. Oversee and address gaps in DEISAA **diverse, equitable, inclusive, socially just, anti-racist, and accessible** in the recruitment and retention of faculty, **management,** and staff.
3. **Exercise** ~~C~~critical thinking and **sound** decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with **ethics,** tact, confidence, and diplomacy.
4. **Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.**
5. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
6. ~~Provide administrative and professional leadership and direction for the department and the District.~~
7. Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
8. Interpret, apply, explain, and ensure compliance with applicable ~~F~~federal, ~~S~~state, and local policies, procedures, laws, and regulations.
9. ~~Plan, organize, direct, and coordinate the work of management, supervisory,~~

~~professional, and technical personnel; delegate authority and responsibility.~~

10. **Communicate effectively through various modalities.**
11. Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
12. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
13. **Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.**
14. ~~Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of IT programs and administrative activities.~~
15. ~~Conduct effective negotiations and effectively represent the District and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.~~
16. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
17. ~~Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.~~
18. Establish and maintain a variety of filing, record-keeping, and tracking systems.
19. 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.
20. ~~Operate modern office equipment including computer equipment and specialized software applications programs.~~
21. ~~Use English effectively to communicate in person, over the telephone, and in writing.~~
22. ~~Understand scope of authority in making independent decisions.~~
23. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; **understand scope of authority in making independent decisions.**
24. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

1. Equivalent to **graduation a bachelor's degree** from a regionally **or nationally** accredited four-year college or university with major coursework in computer science, **information systems**, management information technology **management**, or a related field; and
2. ~~Ten (10) years of management and/or administrative experience in information technology.~~
3. **Five (5) full-time equivalent years of management experience overseeing all aspects of an information systems program within a large complex environment.**
 - a. **Additional years of experience can be substituted for the required education on a year-for-year basis.**

Desirable Qualifications:

1. Master's degree from a regionally or nationally accredited college or university with major coursework in computer science, information systems, information technology management, public administration, or a related field.
2. Experience overseeing enterprise information systems, including student information systems, cybersecurity programs, or institutional data governance initiatives in a higher education environment.
3. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR
4. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

Licenses and Certifications:

~~Possession of, or ability to obtain, a valid California Driver's License by time of appointment.~~ None.

PHYSICAL DEMANDS

~~Must possess mobility~~ **be able** to work in a standard office and classroom setting and use standard office equipment, including a computer **technological devices**; to operate a motor vehicle and to visit **communicate with individuals at** various District **College** and meeting sites; vision to read printed materials and a computer screen; **the ability to understand and comprehend written and electronic materials**; and hearing and speech **the ability to receive, review, and respond** to communicate **communications** in person, **before groups**, and over the telephone **and through various media**. This is primarily a sedentary office classification although standing and walking **movement** 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 occasionally **may need to physically** bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees **Incumbents** must possess the ability to lift, carry, push, and pull materials and objects **weighing** up to 20 pounds.

ENVIRONMENTAL ELEMENTS

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