

South Texas College Job Description

Job Title: VICE PRESIDENT FOR INFORMATION SERVICES AND PLANNING
Department: Information and Technology Services Division
Reports To: President
FLSA Status: Exempt
Prepared Date: September 5, 1999; Title Revised August, 2005; Revised July, 2008

SUMMARY

The Vice President for Information Services and Planning serves as executive officer overseeing all information services and operations, including information technology, instructional technology, library services, institutional research, strategic planning and organizational assessment. The Vice President is responsible for aligning information services and operations with institutional goals and objectives as they relate to the organizational mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Oversees all areas of management and supervision relating to the integration, operation and services of information services and planning
2. Collaborates with executives and all levels of management to align IT and Information Services and Planning with college strategies, goals and objectives
3. Guides the college leadership toward higher levels of educational quality and organizational effectiveness through the consultation and facilitation of all aspects of institutional research, planning and organizational assessment
4. Assesses workplace readiness for positive change and growth and implement the solutions necessary to address findings through the facilitation of focus groups, staff retreats, workshops, mediation sessions, and inter-divisional work flow processing
5. Provides fiscally sound leadership in all information and technology initiatives at the college and consults with college leaders with regard to the planning and budgeting of costs and expenditures related to information technology, library services and other information services and operations
6. Designs response protocols through consultative and facilitative roles with college leadership to address the need for organizational change relating to new college initiatives and objectives, and oversees activities pertaining to team/consensus building for new initiatives
7. Perform other duties as assigned

SUPERVISORY RESPONSIBILITIES

Responsible for the Information Services staff.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Five years experience in a senior or mid-level administrative position at a community college or university setting
2. Experience in information technology management, institutional research, library services and/or strategic planning
3. Exposure to business theory, business processes, management, budgeting, and business office operations preferred; analytical, evaluative, and problem-solving abilities

4. Excellent understanding of project management principles
5. Proven leadership ability
6. Ability to set and manage priorities judiciously
7. Excellent writing and oral communication skills; attention to detail
8. Excellent interpersonal skills
9. Ability to articulate ideas to both technical and nontechnical addressees
10. Self motivated and directed
11. Service orientation
12. Ability to motivate in a team-oriented, collaborative environment

EDUCATION and/or EXPERIENCE

*Master's Degree in a related field, doctorate degree preferred

*Five years experience in a senior or mid-level administrative position preferred

*Experience in information technology management, institutional research, library services and/or strategic planning

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.