<u>MANAGER OF INFORMATION SYSTEMS</u>

Under the direction of the Vice President of Student and Information Services, the Manager of Information Systems shall have the responsibility to:

1.   Manage and direct all systems including networks, software and hardware, as related to video, interactive, and data systems in the Information Systems and Data Processing departments.

2.   Analyze, plan, implement, and support campus-wide information technology systems.

3.   Prioritize and deploy equipment and personnel to provide effective service coverage to all areas.

4.   Establish direction and guidelines for appropriate hardware, software, training, and development solutions.

5.   Investigate, research, and benchmark technologies to assess applicability and impact to the campus network and information systems.

6.   Coordinate security measures for all information systems resources.

7.   Supervise the purchase, installation, support, operation, and upgrade of all information technology systems, networks, computers, and video systems.

8.   Develop and implement project plans and budgets that are consistent with the strategic information technology plan of the College.

9.   Develop and implement standards and procedures to ensure proper and efficient use and administration of associated information technology resources.

10. Recommend and coordinate suitable training for Information Systems personnel when applicable.

11. Ensure the integrity of application software including the establishment and maintenance of application programming, and operational standards and procedures.

12. Keep informed of higher education and general software industry developments and trends and recommend changes accordingly.

13. Keep the Vice President of Student and Information Services informed through appropriate reports, of the utilization, operations, and needs of the Information Systems and Data Processing departments.

14. Prepare the Information Systems budget with the input from appropriate areas and approve expenditures.

15. Supervise and evaluate the activities and performance of Information Systems and Data Processing personnel.

16. Other duties as assigned.

1-27-97; 11-99