

[Download](#)**St. Petersburg College****Position Title: AVP Information Technology****Pay Schedule**

Administrative & Professional

Pay Grade

K

Classification Series

Administrative Management

Job Summary for Positions in this Classification

Plans, organizes, directs, integrates and evaluates the administrative technology and related applications, including administrative and academic computer support collegewide.

Typical Essential Duties for Positions in this Classification

- Develops, implements and maintains a plan for integrating computer technology in administrative and support areas collegewide.
- Oversees the implementation and development of client-server architecture for administrative computing.
- Plans and directs the development, implementation and maintenance of client-server and legacy administrative applications/systems collegewide.
- Develops, implements and maintains collegewide hardware and software standards and procedures.
- Prepares annual update of collegewide Technology Plan.
- Chairs appropriate collegewide technology committees.
- Represents the College in state and national consortia, partnerships, and other groups related to administrative information systems.
- Oversees activities related to the technical development and transmission of statewide databases, principally those required by the State Board of Community Colleges.
- Reviews and approves the purchase of, and maintenance of all computer-related hardware and software used by the College.
- Develops, implements and maintains security and disaster recovery procedures used with administrative, academic and laboratory computers and related technology.
- Serves as a resource for technology issues collegewide.
- Responsible for monitoring developments in technology and informing the President and the Cabinet of new opportunities for the College.
- Performs related duties as required.

Educational Requirements*

Bachelor's degree in an appropriate discipline.

Experience Requirements*

Seven (7) years experience in management technology. Management experience in a cross-platform computer environment, including some experience with mainframes, minicomputers and microcomputers. Senior level management experience with a college or university computing technology operations is preferred. Experience in client-server and/or distributed solutions preferred.

Knowledge, Skills, and Physical Requirements

Expertise in various computers, operations, systems and applications in use at, and contemplated for use by the College. Knowledge in the areas of data communications and networking. Knowledge of system integration. Possession of management skills. Ability to lead and motivate a staff. Long range planning skills. Verbal and written communications skills.

Last Reviewed: Apr 16, 2013