

**Contra Costa Community College District
Classification Specification**

TECHNOLOGY SYSTEMS MANAGER

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials & Administrators	Management	M5	10/01/07	Class. Admin.	1 of 2

DEFINITION: Using highly significant skills, this position is responsible for the overall design, development, integration, implementation and maintenance of computer and network systems; ensures that applications, systems and networks adhere to established policies, procedures and guidelines; develops computer and network systems standards and policies; monitors systems performance; and provides direct supervision over technical and other support staff and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS: This classification serves as a primary technical resource expert and ensures that the computer and network systems adhere to established policies, procedures and guidelines as required by the District and colleges, state and federal agencies; develops and monitors the performance of the systems, monitoring the performance of programs and handling the day- to-day maintenance of the systems.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following: serves as the computer and network systems expert on systems analysis and design; evaluates user requests, program design, system interface, third party software, and user documentation; maintains and monitors systems performance and resolves operational issues; coordinates the development of user specifications, designs, and tests systems to meet those specifications, writes systems and user documentation; installs and implements software packages and trains users; plans, develops and oversees the work of assigned technical and support staff; evaluates the effectiveness of the computer and network systems and implements systems improvement and modifications; prepares various highly complex reports on operations and activities; participates in the selection of staff, coordinates appropriate staff training and conducts performance evaluations; builds and maintains positive working relationships with co-workers, other District and college employees, outside agencies and the public; perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of:

Operations and applications of computers, networks, telecommunications and associated equipment; principles and practices of computer and network analysis, design, and maintenance; standard business English, grammar and spelling; database software; software used in development and administration of systems; principles of supervision and team building, conflict resolution, performance appraisal and program management; budget development and expenditure tracking.

Ability To:

Analyze data and situations, reason logically, draw valid conclusions and develop effective solutions to systems problems; communicate effectively both orally and in writing; meet deadlines; maintain effective working relationships with staff, students, outside agencies, and the public; stay current with emerging trends and technological advances in the industry; exercise sound independent judgment; accurately interpret, explain and implement pertinent District and departmental policies, procedures, laws and rules; write clear and concise complex reports, complete multi-faceted projects, activities and/or functions with good attention to detail; supervise technical and support staff.

Education/Training: Equivalent to completion of a BA/BS degree from an accredited college or university with major course work in computer science, business, network communication technology or a related field.

Experience: Equivalent to at least five years of full-time supervisory or management experience overseeing

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all aspects of computer and network systems.

License/Certification: Possession and maintenance of a valid Class C California Driver's License and a good driving record.

Actions: Adopted by the Governing Board on 10/01/07