Richmond Community College

Job Description

Position Title: Assistant Director of Information Technology

General Description: The Assistant Director of Information Technology, under the supervision of the Chief Information Officer (CIO), is responsible for assisting the CIO in the supervising employees in the Information Technology Department, planning, coordinating, implementing, administrating, and managing the college information technology.

He/she shall work closely with the CIO and other IT staff to ensure that the IT Department provides best and quality services and supports to students, staff, and faculty. He/she shall be solely responsible for the college's administrative system, specifically the Colleague Server and any related servers.

Duties and Responsibilities of the Position:

1. Maintain the Colleague server including the installation of Solaris patches, Unidata upgrades, Colleague Release patches, update Java and Apache patches in the related servers.
2. Ensure that all certificates in those servers that are related to Colleague are functioned properly.
3. Assist the CIO in ensuring security and technology are kept up-to-date.
4. Supervise the IT staff in the IT Department in the absence of the CIO.
5. Sign documentation related to the IT Department in the absence of the CIO.
6. Plan, install, and setup new servers that are related to Colleague or ERP.
7. Maintain servers that are related to Colleague such as SAValet, Mobile, eCommerce Server (Payment Gateway), WebAdvisor Servers, Self-Service Servers, WebAPI Servers, eTranscript Servers, Residency Determination Servers (RDS), CrossRoute or CFNC Servers, SoftDocs Server, ID Machines, DoceScan Server, Adastra Schedule Server, and Informer Server.
8. Provide technical support and services to students, staff, and faculty for the Colleague System.
9. Redesign and update student ID's annually.
10. Update the staff, faculty, and student's pictures in the Colleague System.
11. Assist the Student Services in setting up laptops and configuring student schedule printing during registration.
12. Maintain and run a nightly backup, except weekends, for the Colleague Server.
13. Assist the CIO to ensure that all maintenance contracts for the Colleague System are valid.
14. **Other duties. (Willingness to accept and fulfill additional assignments.)**

Position Qualifications:

Knowledge, Skills and Abilities:

Must possess strong oral and written communication skills, enjoy working in an academic environment, and willing to work during the weekend as necessary. Must have a strong knowledge in Unix, specifically Solaris, and Windows Servers. Must have a general knowledge in security firewall, networking, setup and troubleshoot computer hardware including switches, servers, and desktop computers, and laptops.

Minimum Education and Experience:

Associate degree in Network Administration, Information Technology, or related; bachelor's degree preferred. Must have at least two years of experience in Unix or Solaris, Windows Servers, TCP/IP, and basic network implementing and troubleshooting. MSCA, MSCP and A+ certification preferred.

Salary Level: Salary Level 10

Location: DeWitt CTC Building

Questionnaire for

Compliance with Americans with Disabilities Act

Interview guide for collecting job analysis information

Job Title: Assistant Director of Information Technology
Department: IT
Division: Administration
Shift: 8:00 - 5:00
Location: DeWitt CTC
Supervisor's Title: Chief Information Officer

1. **General Purpose of Job**. Briefly describe the job's primary purpose or contribution to the department or organization.

See job description.

2. Duties and Responsibilities. List the job's essential or most important functions and responsibilities. Include all important aspects of the job -- whether performed daily, weekly, monthly, or annually; and any that occur at irregular intervals.

See job description.

3. Supervisory Responsibilities. If this job supervises others, give the name of unit(s) or department(s) managed and number of employees supervised. If there are subordinate supervisors, list them also.

None

4. Physical Demands:

4A. How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Stand	☐	☐	☒	☐
Walk	☐	☐	☒	☐
Sit	☐	☐	☐	☒
Talk or hear	☐	☐	☐	☒
Use hands to finger, handle or feel	☐	☐	☐	☒
Climb or balance	☐	☒	☐	☐
Stoop, kneel, crouch or crawl	☐	☒	☐	☐
Reach with hands and arms	☐	☒	☐	☐
Taste or smell	☒	☐	☐	☐

4B. Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Up to 10 pounds	☐	☐	☒	☐
Up to 25 pounds	☐	☐	☒	☐
Up to 50 pounds	☐	☐	☒	☐
Up to 100 pounds	☐	☒	☐	☐
More than 100 pounds	☐	☒	☐	☐

4C. Does this job have any special vision requirements? Check all that apply.

- ☒ Close vision (clear vision at 20 inches or less)
- ☒ Distance vision (clear vision at 20 feet or more
- ☒ Color Vision (ability to identify and distinguish colors)
- ☒ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☒ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☒ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☐ No special vision requirements

4D. Make notes on the specific job duties that require the physical demands selected above.

Due to assorted non-technical duties; cable pulls, connector installations, setup and delivery of various pieces of computing equipment and applications trouble-shooting, the need for good eyesight, hearing and physical stamina are essential to meeting usual/unusual duties associated with the job.

5. Work Environment:

5A. How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Wet, humid conditions (non-weather)	☒	☐	☐	☐
Work near moving mechanical parts	☒	☐	☐	☐
Work in high, precarious places	☐	☒	☐	☐
Fumes or airborne particles	☐	☒	☐	☐
Toxic or caustic chemicals	☒	☐	☐	☐
Outdoor weather conditions	☐	☐	☒	☐
Extreme cold (non-weather)	☒	☐	☐	☐
Extreme heat (non-weather)	☒	☐	☐	☐
Risk of electrical shock	☐	☐	☒	☐
Work with explosives	☒	☐	☐	☐
Risk of radiation	☒	☐	☐	☐
Vibration	☒	☐	☐	☐

5B. How much noise is typical for the work environment of this job? Check the appropriate level below.

- ☐ Very quiet (Examples: forest trail, isolation booth for hearing test)
- ☐ Quiet (Examples: library, private office)
- ☒ Moderate Noise (Examples: Business office with typewriters and/or computer printers, light traffic)
- ☐ Loud noise (Examples: metal can manufacturing, department, large earth-moving equipment)
- ☐ Very loud noise (Examples: jack hammer work, front row at rock concert)

5C. Make notes on the specific job duties that are affected by the environmental conditions selected above.

Moving equipment from one location to another requires outside weather exposure. Climbing ladders to check cables and make sure equipment is functioning. Working with electronic devices and checking power cables increase exposure to electric shock. Dust and other airborne particles are present when moving/installing new equipment or checking older equipment.

6. Comments. Include any other information that will aid in the preparation of an accurate description of this job.

7. Questionnaire prepared by:

Name: _____ Date:_____

Title: _____

Basis for knowledge of job: ☐ hold job now; ☒ supervise job; ☐ other (explain)

Exposure Determination for Bloodborne Pathogens

All position descriptions, including administrative and support personnel, whether paid or volunteer, must be evaluated by the appropriate department chairman/head and a Risk of Exposure to Bloodborne Pathogens Classification I or II be assigned to the position as it applies to each employee's work location. In situations where jobs of the same title entail substantially different categories of risk based on the department to which assigned, job titles will be modified to include the unit name thereby creating a newer, more specific description for that position.

For jobs which fall into Classification II, a list of tasks or procedures which present an occupational exposure to those employees should be prepared and appended to the job description. Assignment of personnel to a new department in the same basic job may necessitate a formal change of job title to ensure that they will receive training according to that job's risk classification. This must be reviewed on an annual basis by department managers for all job titles which they supervise or manage.

____ **CLASSIFCATION I**

This includes jobs in which required tasks routinely involve a potential for mucous membrane or skin contact with blood, body fluids, tissues or potential spills or splashes. Use of appropriate measures is required for every employee performing these tasks.

____ **CLASSIFICATION II**

This includes jobs in which required tasks normally do not involve exposure to blood, body fluids or tissues, but may require performing unplanned Classification I tasks. In these jobs the normal work performance involves no exposure to blood, body fluids or tissues. However, exposure or potential exposure may be required as a condition of employment or class performance.

____ **PERSONNEL NOT COVERED BY THE STANDARD**

This includes jobs in which required tasks involve no greater exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues and the employee can decline to perform tasks which involve a perceived risk without retribution.

NOTE: <u>All employees who do not fit into Classification I or II will fall into a third category not covered by the Standard.</u>