

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED MANAGEMENT POSITION DESCRIPTION**

**JOB TITLE:** Director, Software Development

**BASIC FUNCTION:** Under the supervision of the area Associate Vice Chancellor, provides software services and development ensuring quality and appropriate administration; provides comprehensive leadership and management for the District's applications development staff; provides consulting support and direction for computerized information applications.

**SUPERVISORY RESPONSIBILITIES:** Supervises Systems Administrator, User Support Coordinators, Analyst Programmers, and Application Support Technicians.

**REPRESENTATIVE DUTIES:**

1. Ensures effective and efficient use of the District's administrative information systems.
2. Provides supervision to the department's staff in developing and maintaining functional and technical specifications, and department center and user documentation and training.
3. Provides status reports to the Associate Vice Chancellor, Information Services and appropriate College administrators and committees regarding the implementation of systems and programs.
4. Assists in the establishment of internal department standards, policies, and procedures and assists in the enforcement of adherence to those standards.
5. Consults with and advises other College departments interested in applications that involve data processing and data processing services.
6. Remains knowledgeable about all aspects of data processing and its implementation at the federal, state and local levels and especially as it impacts Riverside Community College.
7. Develops and presents data relative to cost efficiency and appropriateness of new hardware and software to be used by the District.
8. Assists with budget preparation and is responsible for the administration of that portion of the budget assigned to the department by the Associate Vice Chancellor, Information Services.
9. Participates in and provides leadership to the District's technology teams.
10. Consults with and advises other College departments interested in applications that involve data processing and data processing services.
11. Works with other senior District Information Services staff designing and implementing future District computing platforms.
12. Fills in for the Associate Vice Chancellor, Information Services, in his absence.
13. Assists in interpreting college programs to the general public through community contacts and participation in community activities.
14. Maintains an understanding of current ideas, research and practices, pertaining to the areas of responsibility for this position through continued study and participation in professional organizations.

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15. Participates in local, regional and state activities to promote the Riverside Community College District and the community college movement.
16. Performs other related duties as may be assigned.
17. Serves as a member of the Management Association.

**EDUCATION:** Bachelor's degree in a related field is required. Master's degree is preferred. Degrees must be from an accredited institution.

**EXPERIENCE:** At least five years experience in data processing and three years as a supervisor or manager of student, financial, personnel, library, and other related college information systems, preferably in a California Community College, and advanced management practices, project control, supervisory techniques and resources management required.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:**

**ABILITY TO:** Communicate verbally and in writing and establish and maintain effective working relationships with staff, faculty and students.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

**CONTACTS:** Co-workers, assigned staff, departmental managers, District management at all levels, and vendors.

**WORKING CONDITIONS:** Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.