

CITRUS COMMUNITY COLLEGE DISTRICT BOARD POLICY

P-2431
Page 1 of 1

DIRECTOR OF THE COMPUTER CENTER

Appointment

1. The Director of the Computer Center is recommended by the Superintendent/President and employed by the Board of Trustees.
2. The Director of the Computer Center is responsible to the Superintendent/President.

Duties

The Director of the Computer Center is responsible for:

1. The administration of the Computer Center with responsibility for all administrative and instructional use of campus computer resources.
2. Planning and administering the application of information technologies to the information requirements of the College.
3. Planning, organizing and managing the total data processing function of the College including management of a multi-use time-sharing computer system.
4. Selection, training, assignment, and evaluation of computer center staff and the instructional computer laboratory support staff.
5. Managing and coordinating the computer resources of the campus.
6. Working with management and department personnel to develop and maintain appropriate uses of computing for the College.
7. Participating on management committees dealing with information processing systems which affect or are affected by the College.
8. Keeping abreast of management practices associated with managing a computer center.
9. Keeping current on methods of applying data processing to the administrative and instructional requirements of the College.

Adopted 8/18/81