

## Coordinator, Technology Planning

**FLSA Status:** Exempt

**Pay Grade:** 21

**Job Title ID:** 190000

**Job Series/Job Family:** Information Technology Series / Misc IT Support Family

### Reports To

Associate Vice President of Information Technology

### Job Purpose

To act as the budget advisor to the Information Technology department and College-wide Technology and Capital Outlay Committee (CWTCOC), completing long-range planning and analysis as well as day-to-day licensing and purchasing.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Reviews and maintains technology maintenance and annual license agreements. Negotiates contracts with vendors for pricing and delivery options and terms.
2. Prepares the budget and provides analysis for the College-wide Technology and Capital Outlay Committee (CWTCOC).
3. Prepares budget projections, operating plans and funding requests; reviews and verifies funding availability and recommends fund transfers where appropriate.
4. Monitors expenditures to ensure compliance with CWTCOC policies and procedures. Reconciles general ledger accounts for the technology area and CWTCOC.
5. Advises faculty and staff on replacement timelines and related policies.
6. Prepares budgets for and administers the replacement of all College computers. Coordinates changes to configurations of hardware in the computer replacement program. Makes decisions in regard to non-standard hardware configuration requests.
7. Coordinates projects with ACC technical staff, departments and vendors.
8. Makes recommendations pertaining to technology trains and travel expenditures.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Information technology and instructional resources technology terminology, practices, policies, procedures and specification development of hardware and software.
- Financial, personnel, and administrative functions of a technology department.
- Budget planning, projection, and analysis.
- Information technology and instructional resources technology project management processes and procedures.
- Website information maintenance.

### Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

***Required***

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating daily financial activities for technical departments and/or committees.
- Maintaining a personal computer inventory database.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

**Computer Skills**

***Required***

- Demonstrated proficiency using standard office software applications, query, and control languages.

**Physical Requirements**

***Required***

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is primarily performed in a standard office environment

**Work Experience**

***Required***

- Three years work experience in information technology planning and budget management.

***Preferred***

- Four years information technology work experience, including contract management and web design.

**Education**

***Required***

- Bachelor's degree in computer science, information technology, management information systems, or related field.

**Safety**

***Required***

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.