



JOB DESCRIPTION

JOB TITLE: Director of Information Technology	FLSA: Exempt
Department: Information Technology	Date Reviewed: 5/16/2018
Security Sensitive: Yes	Grade: D63
Reports To: Vice President for Administration	

Job Summary

Under the direction of the Vice President for Administration, the Director of Information Technology responsible for information technology throughout the organization. The Director of Information Technology oversees all facets of information technology management and control, including planning, supervision of information technology employees; budget preparation and management; recommendations for technical acquisitions; and development of guidelines, standards and procedures. The information technology infrastructure includes all hardware and software, owned, or leased, including multiple operating systems, and data communications.

Essential Functions

- Provide vision, leadership and management of IT resource to help college meet its goals and objectives;
- Responsible for College-wide academic and administrative technology including support;
- Responsible for multiple projects, priorities, and tasks;
- Creation, maintenance and communication of short, intermediate, and long term Information Technology plans, including annual departmental institutional effectiveness plans;
- Preparation and implementation of annual information technology budget;
- Supervision of information technology staff, including recommendations for hiring, promotions and separations, leave approvals, annual performance evaluations, and professional development;
- Oversee research, coordination, and preparation of specifications for RFQs and RFPs and recommendations for hardware, software, and services acquisitions, in conjunction with the purchasing department;
- Development of guidelines, procedures, and standards within the information technology department and as they relate to the use of information technology within the college.
- Committee assignments;
- Maintain confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contribute to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills and Abilities

- Bachelor’s degree in computer science or related field and five years management/leadership experience, or Bachelor’s degree and five years’ experience in computer technology required. Master’s degree in computer science or related field desired;
- Documented experience with and working knowledge of Ellucian software or systems needed for higher education documentation/reporting; experience with configuration, installation, maintenance, support and troubleshooting of LANs, microcomputers and other systems; system development, complex project management, knowledge of Cisco router, client/server technology, Internet/intranets;
- Demonstrated leadership ability, with skills in management, strategic planning, supervision and budgeting;
- Able to think quickly and make cognitive decisions;
- Excellent communication skills;
- Commitment to customer service.

Work Environment

- This position is primarily sedentary, working at a desk in a climate controlled office with minimal safety/health hazard potential. Frequent standing, sitting, reaching, walking. Frequent near vision use for reading; frequent hearing use (ordinary conversation level); communicate and read and comprehend printed material.

Special Requirements

- Ability to meet a flexible work schedule including some evenings and weekends;
- Must complete a Criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date