



Classification Description

<u>Job Title:</u>	Director, Information Technology	<u>Pay Grade:</u>	Administrative
<u>Division:</u>	Administrative Services/ Information Technology	<u>FLSA Status:</u>	Exempt
<u>Reports To:</u>	Vice President, Administrative Services	<u>Job Code:</u>	3068

Job Purpose

This position coordinates the planning and implementation of services that provide academic technologies, support student learning activities, administrative services (planning and research) and oversees technology resources within the organization. This position works collaboratively across the various user groups to carry out the administrative goals and objectives of the college, and develops and implements user-training programs in support of those goals. The position provides strategic technological development leadership to senior college officials and oversees and evaluates systems security and back up procedures.

General Responsibilities

Essential Functions

Continuously evaluates and adjusts the department's functional and strategic duties to ensure the department is structured properly to meet the needs of the college.

Through an in-depth knowledge of information management and computer technology, along with extensive experience in Higher Education, develops an effective long range technology plan in collaboration with the various user groups within the organization. Aligns with and supports the overall Strategic Plan of the college.

Designs, establishes and maintains a network infrastructure for local and wide area connectivity, remote access and to maintain and build upon the telephone systems necessary to carry out the functions of all college areas.

Participates in vendor contract negotiations for all new computer equipment and software purchased for the college.

Assists in establishing project priorities, recommending data processing capital equipment, and reviewing the type of data required for meeting the information requirements for each department in each entity as well as the overall needs of the college.

Responsible for proper cost-benefit analysis for project upgrades as well as supporting a detailed definition of data requirements and departmental work flows. Recommends personnel reorganization or departmental procedural changes based on system design studies.

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Evaluates new technological advances made in educational computing and systems structures and for developing more efficient and effective methods of providing existing academic and administrative services.

Develops staff to increase managerial and technical skills in order to stay abreast of the rapidly changing technology.

Ensures the maintenance and physical security of student and other information files. Data integrity is maintained through effective backup procedures and updated disaster and recovery plans. The institution is responsible for the security, confidentiality, and integrity of student academic records and maintains special security measures and back up data files.

Exercises initiative and judgment in solving problems in existing systems, as well as future implementations. Handles emergencies with extreme competence in order to minimize the disruption to college operations.

Performs administrative duties including, but not limited to, preparing and monitoring the departmental budget, establishing effective reporting for controlling the departmental resources, personnel recommendations, and performance appraisals. Takes an active role in working with other department leaders in planning and designing technology solutions for their areas and provides detailed information on costs/benefit/solution for these potential systems changes/updates/etc.

Models and sustains effective Servant-Leadership and Shared Governance practices which enhance the achievement of the vision, goals, plans and student-centered culture of Edison State College.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Master's degree from a regionally accredited institution of higher education in Computer Science or related field.

Seven (7) years of work experience during which the primary focus of responsibility has involved a broad range of information systems activities, of which two (2) must be in a managerial capacity.

Demonstrated experience preparing project plans.

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Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Exercise discretion and good judgment at all times and in all contexts and maintain client confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present legal and governmental information in a meaningful manner.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.