MESALANDS COMMUNITY COLLEGE
Job Announcement

POSITION:	**Director of Technology**
APPLICATION DEADLINE:	**Open Until Filled**
WAGE RANGE:	**Dependent upon education and experience; salary competitive**

The Director of Technology reports to the Dean of Instructional Services and independently performs assigned functions to manage the College's technological capabilities. Any combination of the following tasks may be included in the duties of the Director of Institutional Computing in support of the college:

Essential Functions. The employee is responsible for the following:

- Analyzes and recommends the acquisition of computer hardware and software to meet the needs of the college; prepares cost/benefit analysis of alternative hardware/software solutions
- Acts as security officer for College Networks preventing unauthorized access; recommends and installs effective controls to provide security and protection of software and computer resources
- Maintains an excellent knowledge of the current operating systems and software packages used throughout the College. Ability to support client/server applications currently running in the DOS and Windows environment
- Maintains network servers and Windows NT
- Coordinates hardware installations to minimize down time
- Designs, installs and maintains computer hardware, software and operating systems
- Provides technical solutions to effectively resolve information problems in user areas
- Maintains hardware and software inventory and keeps an up-to-date log of all users
- Maintains strong analytical and troubleshooting skills in all areas of hardware, software and communications
- Design and maintain web site
- Prepares and manages a computer budget

Designs and delivers instruction/training and documentation for faculty, staff, and students in the use of computers and/or software

Performs backup procedures as required

Writes operation instructions and user manuals

Publishes periodic technical bulletins relating to system capabilities changes

Oversees the distance education programming

Oversees the implementation and maintenance of Mesalands Telecommunication Network and Student Information System

Supervises the Technology Department staff

Performs other duties as assigned

Qualifications

Bachelor's degree in computer science or related field required; at least one year directly related experience preferred. Experience may substitute for education on a one year for one year basis. Must have the knowledge and/or experience to perform all essential functions of the position. Must have strong communication skills and service orientation. Experience in or exposure to the community college environment desirable.

Language skills:
Ability to read and comprehend complex oral and written technical instructions in mathematical or diagram form. Ability to write correspondence. Ability to effectively present technical information in both oral and written form in one-on-one and small group situations. Ability to establish and maintain effective working relationships with administration, co-workers, and vendors.

Mathematical skills:
Ability to perform a volume of numerical detail work with speed and accuracy, to make difficult mathematical computations.

Reasoning ability:
Ability to solve practical problems and deal with a variety of situations.

Computer skills:
Complex computer knowledge and skill.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is required to walk, stand, sit; use hands to handle or feel objects, tools, and controls; reach with hands and arms; stoop, kneel, and lift; and talk and hear.

The employee must regularly lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually low. Job performed indoors.

HOW TO APPLY

Applicants must submit: a cover letter; a resume; a completed, signed, and dated Mesalands Community College employment application (available on-line at www.mesalands.edu); copies of transcripts for college courses completed; must provide a copy of a valid driver's license, and list of three references, including name, address, and phone numbers. References and former employers will be contacted. All required application materials must be received by:

Human Resources, Mesalands Community College
911 S. Tenth Street
Tucumcari, NM 88401
(575) 461-4413, ext. 112

Employment preference will be given to qualified veterans.

Application deadline until filled.