MESALANDS COMMUNITY COLLEGE

Position Announcement

POSITION:	Director of Information Technology
FULL-TIME/PART-TIME	Full Time
FLSA EXEMPT POSITION:	Yes
POSTED:	08/21/23
START DATE:	Negotiable
LOCATION:	On Campus
SUPERVISOR:	Executive Director of Operations

Summary:

Mesalands Community College is seeking a full-time Director of Information Technology. This a strategic leadership role responsible for overseeing the planning, implementation, and management of all IT systems and services across the campus. This role requires visionary leadership, strong technical insight, aligns college business processes with the NIST Cybersecurity Framework, has excellent communication skills, and a commitment to providing current technology solutions to enhance the educational experience for students, faculty, and staff. The Director of Information Technology reports to the Executive Director of Operations. Any combination of the following tasks may be included in the duties of the Director of Information Technology in support of the College:

Duties:

1. 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.
2. Acts as the Information Security Officer for College infrastructure preventing unauthorized access; recommends and installs effective controls to provide security and protection of software and computer resources.
3. Maintains an excellent knowledge of the current operating systems and software packages used throughout the College.
4. Ability to support client/server applications currently running in the Windows and virtual environment.
5. Maintains network servers both virtual and physical.
6. Coordinates hardware and software upgrades and installations to minimize down time.
7. Designs, installs, and maintains computer hardware, software, and operating systems.
8. Provides technical solutions to effectively resolve information problems in user areas.
9. Maintains hardware and software inventory and keeps an up-to-date log of all users.
10. Maintains strong analytical and troubleshooting skills in all areas of hardware, software, and communications.
11. Prepares and manages the computer technology department budget.
12. Designs and delivers instruction/training and documentation for faculty, staff, and students in the use of computers and/or software.
13. Performs backup procedures as required.

14. Writes operating procedures, user guides and manuals.
15. Provides regular updates to the College relating to technology capabilities and changes.
16. Oversees distance education technology services.
17. Oversees campus telecommunication systems.
18. Supervises the Information Technology Department staff.
19. Performs other duties as assigned.

Qualifications:

Minimum Qualifications: The successful candidate must meet the following criteria:

- Bachelor's degree preferred in computer science or related field, or demonstrated capabilities equivalent thereto; at least five years 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 duties of the position.
- Familiarity with the unique technological needs of educational institutions, preferably within the Community College setting.
- Working knowledge of applicable Federal and State laws.
- Ability to prioritize.
- Capable of making decisions under stressful conditions.
- Ability to work well under pressure and meet multiple deadlines.
- The successful candidate must possess professionalism and exemplary communication and presentation skills.
- The successful candidate must, not only understand, but fully embrace the comprehensive community college mission and must have experience with a diverse population of employees including under-represented demographics.
- Experience in managing teams, promoting collaboration, and mentoring staff.
- Experience in budget management and resource allocation.

Preferred Qualifications:

- Ability to maintain confidentiality with sensitive information.
- Integrity, enthusiasm, flexibility, and strong work ethic.
- Strong skills in communication, writing, and organizing.
- Reliable, dependable, and ability to work well with a diverse group of individuals.
- Professional and courteous demeanor with all employees, partners, and donors.
- Ability to work well under pressure and meet multiple deadlines.

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 apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

Technology Skills: Complex computer knowledge and skill. Strong understanding of IT infrastructure, networking, cybersecurity, and software systems.

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.

Closing Date:

The position is open until filled.

To Apply:

Applicants must submit: 1) a cover letter; 2) a resume; 3) a completed Mesalands Community College Employment Application; 4) unofficial copies of college transcripts. References and former employers will be contacted. Applicants will be notified if selected for an interview. Search may be extended if additional candidates are needed. Use the following link to complete the Mesalands employment application.

Mailed or fax applications will not be accepted. Use the following link to complete the Mesalands Community College Employment Application.

https://www.mesalands.edu/faculty-and-staff/employment/

Non-Discrimination Statement:

Mesalands Community College (MCC) is committed to creating and sustaining a community that celebrates individual differences and diversity. We are dedicated to improving access to equal opportunities to all persons. MCC is dedicated to eliminating discrimination and prohibits discrimination against any person based upon their race, age, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, pregnancy, childbirth, condition related to pregnancy or childbirth, physical or mental disability, serious medical condition, or veteran status in violation of the law, in its educational programs, activities or employment.