

Posted: 05/28/2019

Salary range: \$90,976.00-\$101,084.00

Status: Full-time



The College of Idaho invites applications for a **Director of Information Technology**. Reporting directly to the V.P. for Finance and Administration, the Director of Information Technology will provide leadership and direction to the IT Team to ensure the organization's technology infrastructure operates efficiently, reliably and securely; collaborate with Administration, and other C of I colleagues to identify, recommend, develop, implement and support cost effective technology solutions.

Essential Functions

- Analyzes business needs presented by the user community and/or clients and recommends technical solutions. Anticipates future institutional technology needs and identifies proactive solutions. Directs technological research by studying organization goals, strategies, practices, and user projects.
- Develops standard operating procedures and best practices, including providing written protocols and guidance to IT staff and to end-users.
- Ensures the consistency and sustainability of existing applications by creating, maintaining, and enforcing standards/procedures for implementing technical solutions. Approves all business requirements prior to the technical solution.
- Ensures the creation and maintenance of all written documentation, including system and user manuals, license agreements, and documentation of modifications and upgrades.
- Directs operations for the Administration of Ellucian Colleague ERP System and VMWare/Windows systems, including:
 - Provides oversight of programming, reporting, testing, maintenance, system security and data integrity.
 - Provides oversight of planning and implementation of upgrades and new releases. (Hardware and Software).
 - Provides oversight of the development plans, projects, policies and procedures, monitoring and maintenance of internet and telecommunications infrastructure and access for all campus users.
 - Fosters collaboration between departments and users of the Ellucian Colleague ERP System.
 - Performs liaison duties between users, operations, and programming personnel in the areas of systems design, modifications or trouble shooting.
 - Produces detailed time line for each application release and implements effective project control by monitoring the progress of the software release and reporting the status.
 - Develops and implements all IT policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing, and service provision that have been presented and approved by the V.P. for Finance and Administration and subsequently to the President's Executive Staff. Manages disaster recovery, back-up procedures, data security and control structures
 - Oversees the provision of end-user services, including help desk and technical support services.

- Negotiates and administers IT related vendor, outsource, and consultant contracts and service agreements, and reviews related contracts with the V. P. of Finance and Administration prior to execution. Participates on all hardware and software evaluations and maintains vendor contracts with the V.P. for Finance and Administration.
- Manages IT staff, including hiring, training, evaluation, guidance, discipline and discharge.
 - Directs and prioritizes the work load of subordinate personnel.
 - Develops the IT staff to meet the changing needs of users, groups and offices; new projects and technologies; and varying staff strengths.
 - Directs education programs for IT staff and throughout campus for faculty and staff.
 - Performs salary administration and conducts interviews and makes recommendations for new hires, consultants and/or replacement personnel.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies. Keeps current with the latest technologies and determine what new technology solutions and implementations will meet business and system requirements.
- Manages financial aspects of the IT Department, including purchasing, preparation and review of the annual capital and operating budget with the V.P. for Finance and Administration.
- Performs analysis of budget variances and is responsible for achieving financial objectives based on strategic initiatives.
- Communicates regularly with executive management and all users of information services and systems.

Additional duties as assigned

Knowledge, Skills, and Abilities

- Ability to maintain a high level of customer service and interact positively with campus constituencies
- Extensive technical knowledge of information systems, networks and telephone systems
- Excellent communication skills
- Self-motivated, willing to work independently
- Extensive experience with project management, accounting and financial analysis
- Detail oriented while adhering to guidelines, performance standards and policies
- Possess a strong work ethic and unquestioned personal integrity

Qualifications

- Bachelor's degree in Computer Science or Management Information Systems or an equivalent combination of education and experience
- Minimum five years progressively responsible positions in the management of IT personnel and operations
- Five years of experience in a higher education or similar setting preferred
- Experience in managing staff with diverse roles throughout the institution
- Experience in enterprise systems administration, strategic planning and support
- Experience in networking and networking protocols
- Experience in negotiating vendor and purchasing contracts
- Possess a current valid driver's license, be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of the contract without sponsorship from The College of Idaho.

With over 125 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is an inclusive community of exceptional learning that challenges the ambitious and forges pathways to success and purpose. To learn more about The College of Idaho, please visit www.collegeofidaho.edu.

To apply please submit a cover letter addressing qualifications for the position, a resume, and the names and contact information of three references, two management and one professional, to hr@collegeofidaho.edu. Application review will begin immediately. Applications will be accepted until suitable candidates are selected.

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce.