TITLE: Executive Director of Information Technology

DEPARTMENT: Information Technology

FUNCTION: Provides technology leadership, vision and strategic planning in alignment with the academic and business goals of the College. Envisioning and formulate innovative solutions to business challenges by effectively managing and executing IT strategies. Oversees the administration of complex, multi-platform computing, telecommunications, networking and IT systems used by students, faculty and staff. Ensures necessary governance, compliance and security in the delivery of IT services that support teaching, learning, operations, administration and other services.

REPORTS TO: President

SUPERVISES: Manages the following direct reports and oversees the employee populations of their respective organizations: Managing Director of User Support Services; Managing Director of Administrative Systems, Managing Director of Networks and Infrastructure, Manager of Documents and Records, IT Project Manager, Manager of Media Technologies, Office Manager and Campus Works.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Provides technology leadership, vision and strategic planning for the College.
2. Responsible for implementing a range of strategic technology initiatives that support the strategic goals of the College.
3. Oversees the administration of complex, multi-platform computing, telecommunications, networking and IT systems used by students, faculty and staff.
4. Ensures necessary governance, compliance and security in the delivery of IT services that support teaching, learning, operations, administration and other services.
5. Leads the use, direction, and integration of technology in pedagogical design, curriculum development and online instruction.
6. Develops and maintains a College-wide business continuity and recovery plan to ensure timely and effective restoration of IT services.
7. In collaboration with the Executive Team, establishes, manages and assesses the goals and outcomes for IT’s areas.
8. Formulates, recommends, implements and evaluates policies, procedures, programs,
processes and systems for IT.

9. Ongoing awareness and evaluation of emerging technologies and recommends IT solutions to business problems that reduce risk as well as balance cost and effectiveness.

10. Serves as a member of the President’s Executive Council, the Management Team and other administrative committees as assigned.

11. Serves as a liaison to College governance committees and other standing or ad-hoc technology related work groups regarding information and instructional technology policies, procedures, priorities and resource allocation.

12. Works with Grants Administration and others to seek external funding for IT projects.

13. Develops a set of core outcomes for division and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the President and the Vice President of Institutional Effectiveness, fully engaging with the College’s Outcomes Assessment Program.

14. Prepares, track, monitors, and adheres to an annual budget; oversees plans and develops IT project budget.

15. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.

16. Subject to executive review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.

17. Performs additional tasks or duties as assigned by the President or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Strong knowledge of Network Administration, computer support, Help Desk administration, Database Administration, administrative software, web design, compliance, Information Security management, and Server management are essential. Possesses knowledge integrating the use of technology in pedagogical design, curriculum development and online instruction. Background with managing an ERP system like Ellucian Colleague is strongly preferred. Has intermediate proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
Education: Master’s Degree in Computer Science, Management Information Systems, Educational Technology, Business Administration or related field.

Experience: Minimum of 10 years of progressive IT management experience, preferably with at least 3 years in a higher education environment including budgeting, planning, staff development and evaluation, and crisis management.

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