Job Title: Information Technology Director

Job Code: 80832

JOB SUMMARY

The Information Technology Director is responsible for planning, organizing, and directing technology support services.

MAJOR DUTIES

- Trains, assigns, directs, supervises, and evaluates the work of Technology Support personnel;
- Provides project management as needed to resolve significant problems with the information systems;
- Ensures that all computer hardware, peripherals, and other equipment necessary for the administrative and academic needs of the colleges are identified, investigated, acquired, inventoried and maintained;
- Directs the provision of network infrastructure, email systems, database systems, server computers, end user computers, telephone systems, file shares, print servers, and classroom technology;
- Provides direction and oversight for information security of all data maintained in electronic format;
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- Provides direction and oversight for information security of all data maintained in electronic format;
- Plans staff development training and activities;
- Manages and oversees financial/budget operation of the department;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
- Evaluates employees at scheduled intervals upon reviewing of all relevant information;
- Conducts regular evaluation of services provided and make adjustments as needed;
- Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives.

COMPETENCIES

- Knowledge of instructional technology and the application of technology in an academic environment
- Knowledge of network infrastructure, email systems, database systems, and server operating systems
- Knowledge of information security practices and technology
- Knowledge of the acquisition and deployment of computer software applications and technology hardware
- Knowledge of budgeting and purchasing guidelines
- Skill in the operation of computers and job related software programs
Decision making and problem solving skills
Skill in interpersonal relations and in dealing with the public
Skill in the supervision of personnel
Oral and written communication skills

MINIMUM QUALIFICATIONS

Bachelor’s degree in computer science or a closely related field *and* Five (5) years of related work experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.