NORTHWEST IOWA COMMUNITY COLLEGE
SHELDON, IOWA

JOB DESCRIPTION

TITLE: Director, Technology and Information Services

DIVISION: College Operations & Finance

SUPERVISOR: Executive Director of College Operations & Finance

BASIC FUNCTION: To plan, direct, develop, manage, and maintain computers and communication systems, including telephone and ICN, management information systems and services including both academic and administrative.

QUALIFICATIONS: Required – Bachelor’s degree in management information systems or a related field; minimum of three years experience in managing networks, design, implementation, and management of information systems or equivalent.

Preferred – Previous supervisory experience.

Copies of all academic transcripts should be included. Unofficial copies are acceptable at this time.

DESIRED CHARACTERISTICS:
1. High degree of competency within the information management field at both the network management and micro levels.
2. Good oral and written communication skills.
3. Ability to work effectively with users at all competency levels.

DUTIES/RESPONSIBILITIES:
1. Provide the vision to identify and evaluate new technology opportunities which will help to support the College’s long-term plans and objectives.
2. Recommend the hiring of staff, assign/schedule work, evaluate performance, approve leaves, and administer personnel procedures for technology staff.
3. Direct, coordinate, and evaluate the institution’s communication systems, and equipment, including telephones, ICN, long-distance services, computer communications, and fiber-optic systems.
4. Maintain and update college technology plan.
5. Develop annual budget for the department and monitor and control expenditures in accordance with approved budget.
6. Oversee the design of NCC data networks. Add/delete network accounts as required to maintain adequate security.
7. Plan for new and emerging technologies, for which NCC needs to be prepared.
8. Establish and monitor security measures for NCC networks including Internet. Protect college networks by maintaining firewalls to prevent unauthorized access and protection from viruses.
9. Implement and maintain servers on campus.
10. Support and coordinate NCC’s e-mail system.
11. Direct, coordinate, and evaluate a system of assistance and training for faculty, staff, and students in the operation of personal computers and personal computer software.
12. Maintain an up-to-date inventory of all equipment, supplies, and software.
13. Coordinate the installation of network/microcomputer hardware and software at the various areas of the college. This could involve temporary fixes or major system software changes.
14. Oversee resolution of technical problems, relating to computer equipment, printers, networks, etc., including software and hardware problems.
15. Monitor all work requests to establish priorities that best serve NCC users.
16. Design, maintain, and coordinate all video-production equipment.
17. Develop and implement standards and policies relating to NCC computer and network usage.
18. Analyze software and equipment resources, utilization, and propose programs for improvement.
19. Serve as the college information technology contact person to ACCES, CAST, and CITO.
20. Serve on college committees as appropriate.
21. Other duties as may be assigned.
GENERAL PHYSICAL ACTIVITIES AND ENVIRONMENTAL CONDITIONS:

**PHYSICAL ACTIVITY**

- **N** = Not Applicable
- **O** = Occasional (10-33%)
- **C** = Constant (67-100%)
- **S** = Seldom (1-9%)
- **F** = Frequent (34-66%)

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**ENVIRONMENTAL CONDITIONS**

Subject to hazards such as moving mechanical parts and electrical current.

The statements contained herein reflect general details as necessary to describe the essential job duties/responsibilities and performance expectations of the job, which should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.
WAGE/SALARY RANGE: $50,000 to $62,500 annual salary

APPLICATION CLOSING DATE: Applications accepted until the position is filled.

ANTICIPATED EMPLOYMENT DATE: December 1, 2010

APPLICATION PROCESS: If submitting by mail, allow sufficient time so that it is received by the closing date. Application screening and interviewing will not be done until after the closing date unless noted otherwise.

A Northwest Iowa Community College application form must be completed and submitted by the specified time. A resume may be included, but will not take the place of a fully completed application form. Do not state "See Resume" in place of completing the respective information requested on the application form. Please remember to sign your application. When indicated, copies of all academic transcripts must be included.

SELECTION PROCESS: Applications will be reviewed by the appointed selection committee. Only applicants with completed materials will be considered. Appointments will be scheduled with those applicants selected for interviewing. Interview travel costs are at the applicant's expense unless stated otherwise. All applicants will be notified in writing once the position is filled.

FOR INFORMATION CONTACT: Human Resources Office, Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa 51201; 712-324-5061, ext. 113, or 1-800-352-4907; or e-mail: sandy@nwicc.edu.