Chief Executive of Information Technology

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Type: Full-Time
Application Due: Open Until Filled
Category: IT Manager/Director;
Inclusive
Full-Time, Exempt. Grays Harbor College invites applications for the position of Chief Executive of Information Technology (CEIT). This is a full-time, permanent exempt position reporting to the president. The Chief Executive of Information Technology is responsible for the coordination, planning, development, security and the overall efficient use of information technology resources serving Grays Harbor College. The CEITs primary role is to sustain institutional focus on information technologies that advance the mission and strategic goals of Grays Harbor College. The CEIT provides vision, leadership, and management of information technology for the entire campus community. The CEIT is responsible for the support of faculty, students, and staff in their use of technology; the acquisition and support of academic and administrative applications; and the development and support for infrastructure services, including networking, servers, storage, printing, telecommunications, and web services. **EXAMPLES OF DUTIES:**

- Maintains up-to-date knowledge and skill with current information technology systems.
- Leads, directs, and manages Information Technology. Provides overall supervision of information technology personnel including the definition and planning for appropriate training and career growth opportunities.

- Prepares budget and administers budget implementation for information technology systems to ensure an appropriate level of service and support for the academic and administrative user communities.
- Provides strategic leadership in the development and implementation of technology.
- Provides administration for information technology systems to ensure an appropriate level of service and support.
- Works collaboratively with faculty, staff and administration, updating the information technology strategic plan to insure consistency with the College's Strategic Plan. Utilize this plan to develop annual tactical plans and optimize departmental effectiveness and productivity.
- Works to increase the technology competency of College Employees.
- Works collaboratively with faculty, staff, administration, and students in the planning and implementation of instructional technology efforts.
- Provides recommendations for the acquisition of information technology systems based on the needs and requirements of the academic and administrative user communities.
- Develops and manages appropriate relationships with vendors and other external partners, including contract negotiation for acquisition, maintenance, and other services.
- Provides effective and timely communications regarding information technology systems and issues.
- Oversees data security and information technology disaster recovery policies and procedures.
- Educates the campus community on system security.
- Assures maximum collaboration, coordination and communication with the College community, other colleges, and The State Board from Community and Technical Colleges.
- Represents the college at state-wide Information Technology meetings.
- Serves as a key leader in the implementation of the statewide ERP transition (ctc Link).
- As a member of the Executive Team, participates in discussions on information technology systems and issues in addition to non-information technology issues.
- Serves as a member of the President's Cabinet.
- Performs related duties as assigned by the President

MINIMUM QUALIFICATIONS:

- A successful track record of progressive and applicable experience in the leadership and management of information technology services, working with a broad array of technologies in a collaborative, centralized, service-focused environment with the ability to do hands on technical work, including backing up functional areas within IT.
- At least three years of documented supervisor experience (i.e., direct supervisory experience, performance management, hire/fire responsibility, evaluations, etc)
- Bachelor's degree required, preferred in computer science or a field relevant to IT management

PREFERRED QUALIFICATIONS:

- Interpersonal, technical, and leadership qualities necessary for success in a small rural community college, managing IT personnel and projects;
- Experience in higher education, especially at the community college level within a similarly sized IT department;
- Three years of senior level management experience
- Masters in Computer Science, Computer Information Systems, Information Technology, Business Administration, or related field;
- Demonstrable knowledge of and experience with higher education systems, especially PeopleSoft.

COMPETENCIES: the ideal candidate will have the following competencies and characteristics:
Technology Expertise and a Commitment to Quality

- The CEIT is passionate about technology and open to new ideas and innovations in the field, while at the same time being able to discern what makes sense for Grays Harbor College given overall goals and resources. The CEIT will be relied upon to provide context for decisions involving technology.
- Meaningful knowledge of academic technologies, information security, networking, servers, web technologies, telecommunications, user support services, and disaster recovery/business continuity.
- Possess a thorough knowledge of, and experience with trends, applications, and currently available technology. The CEIT will maintain currency with new and developing technologies.
- A strong commitment to continuous improvement and demonstrated experience in providing high-quality, user-oriented service.
- Able to engage the campus community in continuing exploration and discussion of information technology.

Strategic and Visionary Leadership

- An experienced manager with background in strategic planning and implementation of major technological shifts. The CEIT will effectively develop, mentor, and supervise a professional technical staff.
- An enthusiastic and innovative team player with proven technical, managerial, and IT strategic planning competencies to serve a community with diverse needs and a multi-platform environment.
- A strategic thinker with the vision, capacity, and experience to understand and balance a complex array of constituent needs and to align those needs with effective solutions. The CEIT will have the perspective to consider the impact of decisions, plans, and programs on the college, and make sound recommendations accordingly.
- Excellent organizational, administrative, and budget management skills. Must have the ability to assess and diagnose critical areas for attention, develop strategies, and then translate those into concrete action.

- A decisive, roll-up-the sleeves, results-oriented manager who is able to keep multiple projects moving forward within a consistent strategic framework and within time and financial budgets.

Communication, Collaboration, and Relationship Building

- Exceptional verbal and written communication skills, superb listening skills, and the ability to build community both inside and outside Information Technology. The CEIT will have the ability to speak to all audiences clearly, using easy-to-grasp, accessible language to translate technical data to individuals who have different levels of expertise working with computers and related technologies.
- The ability to work effectively in a highly collaborative and collegial environment, one that is process-oriented but not bureaucratic.
- Self-reliant person who can handle conflict, foster understanding, and advance ideas. This includes having and projecting confidence, as well as the ability to communicate candidly the realities inherent in achieving technology goals.
- The ability to work successfully and collaboratively in a complex and fluid environment demanding flexibility, resilience, outstanding judgment, prioritization, and people skills. The CEIT will have the ability to know when to act with a sense of urgency and when to be patient.

Grays Harbor College is an equal opportunity employer and operates under an approved affirmative action policy. Grays Harbor College employs only U.S. citizens and lawful aliens. Grays harbor College is committed to providing disability accommodation. The Human Resource Office is accessible to those with disabilities. If you need accommodations in application or employment, contact the Human Resource Office at (360) 538-4046.