Position Title: **DIRECTOR OF INFORMATION TECHNOLOGY**

Department: Information Technology

Reports To: Associate Vice President for Finance

Classification/ FLSA Status: Level II (Exempt Administrative)

Primary Function: The director of information technology designs, implements and manages the college's strategic technology plan and ensures that the college has a well-developed system of both stand-alone and networked computers. The director is tasked with overseeing and ensuring the integrity, confidentiality, and availability of all information assets within the college's network, as well as the development, implementation, and management of comprehensive information security strategies. Safeguarding the college's digital infrastructure from unauthorized access, modification, disclosure, and destruction is a primary responsibility of this position, as well as optimizing support, infrastructure, and systems across all departments to facilitate the achievement of business objectives.

Key Responsibilities:

1. To work in accordance with the needs of the faculty, staff and administration to develop and implement a viable strategic technology plan for the college

2. Create and uphold a comprehensive IT security strategy in line with the college's goals and regulatory demands, to include implementation of cybersecurity measures, data backup solutions, and disaster recovery plans.

3. Manage the upkeep, design, and enhancement of IT infrastructure, as well as application deployment, maintenance, and support, ensuring minimal disruption during upgrades, timeliness, adherence to requirements, and budget compliance

4. Ensure database and network infrastructure integrity, security, and availability. Consistently monitor performance and implement the latest technologies and practices

5. To prepare, submit and monitor the annual budget for the Information Technology department and the college's computer resources center

6. To negotiate with vendors to obtain the best terms for the college on the acquisition of computer hardware, software and services, and to regularly evaluate vendor performance for optimal value and service

7. To manage all software programs and to create and conduct periodic software training, as well as security training and awareness programs sessions, for faculty, staff and students, as needed

8. Manage IT-related events, collaborating with various departments for successful execution and technical support.

9. To hire, lead, develop, and supervise IT staff, fostering a collaborative, innovative, and accountable culture, emphasizing excellence

10. Perform annual performance evaluation on IT staff

11. Lend enthusiastic support to college policies and to fellow co-workers particularly in the presence of students and support personnel.

12. Participate in the annual Lyceum program.

13. Commitment to the mission of Sherman College

14. To assume such other duties as assigned by the associate vice president for finance

Basic Knowledge and Skills:

1. Bachelor's degree in Information Technology, Cybersecurity, or a related field.

2. Extensive knowledge of Microsoft Windows Server, VMware Virtualization, and Cisco Technologies

3. Profound understanding of network infrastructure, database administration, and security principles

4. Excellent leadership, organizational and communication skills

5. Exceptional analytical and problem-solving abilities

6. Minimum five years previous experience in field, with at least two years in a managerial capacity.

Preferred Knowledge and Skills:

1. Master's degree
2. Professional certifications such as CISA+, CISSP, or equivalent
3. Microsoft certification (MCSA/MCSE)
4. VMware certification (VCA/VCP)
5. Cisco certification (CCNA)

Physical demands and work environment:

Physical Demands: During the execution of this job's responsibilities, the employee may occasionally need to walk, stand, or sit; utilize their hands for various tasks such as handling objects or controls; communicate verbally and listen; run, drag, sketch, or pull cables in tight areas, ceilings, or other appropriate spaces; climb up or down ladders; lift items like computers, speakers, and other equipment, moving them vertically or horizontally. The role also demands specific visual capabilities, including near and distant sight, as well as the capacity to fine-tune one's focus.

Mental Stresses: Multi-task & challenging situations

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all college policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature: _____ Date: _____