



Fort Berthold Community College

Position Description

POSITION: Information Technology Director

DEPARTMENT: Technology; Administration

ACCOUNTABLE TO: Chief Financial Officer

LOCATION: New Town, ND Campus

CLASSIFICATION: Regular, Full-Time

FLSA STATUS: Exempt

PAY RANGE: \$00,000 - \$00,000

POSITION SUMMARY:

This position is responsible for development and administration of technology resources at Fort Berthold Community College ("FBCC"), with the goal of pursuing the FBCC Mission of providing quality Cultural, Academic and Vocational Education and Services for the Mandan, Hidatsa and Arikara Nation. The incumbent is a member of the Administrative Committee.

DIRECT REPORTS:

Network Operations Engineer; Network/Computer Technician

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- **Technology Resources Oversight:** Provide leadership, direction and management to information technology function, and develop and maintain technology and information processes, including hardware, software and network installation and maintenance, technology training and development, IT policy implementation, technology grant compliance [Title III/Jenzabar], and IT security and disaster recovery plans; Frequent interface with all FBCC Departments to assure technology needs are met [e.g., response to use issues, technology training & development]; Assure technology assets are available to students, including College website, information portals and social networking site.
- **Administration:** Assure compliance with all IT and technology use policies; Maintain software licenses; Supervise Technology Department personnel; Exercise delegated authority in areas of responsibility [e.g., hardware and software procurement and installation, technology training oversight, IT policy development and implementation].
- **Strategic Planning:** Provide leadership and direction to assure future technology needs of FBCC staff and students are met.
- Comply with all FBCC policies, practices and regulations.
- Perform all other duties as assigned by the President and Board of Directors.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Knowledge: Must have extensive knowledge of computer hardware, software and networks, including Microsoft and Cisco systems, video conferencing technology, database management, and web design; Must have working knowledge of Jenzabar educational software, educational and technology grant compliance, and licensing and security requirements; Knowledge of Native American cultures helpful.

Skills: Must have strong written, verbal and interpersonal communication skills; Must be able to multi-task, and address issues forthrightly, with tact and sensitivity to precedent.

Abilities: Must exhibit excellent leadership ability; Must be able to perform assigned duties with minimal supervision; Must be able to establish effective working relationships with students, faculty, staff, and the Tribal community.

REQUIRED EDUCATION & EXPERIENCE:

Minimum Qualifications: Bachelors' Degree in IT Systems, Systems Engineering, Computer Science or Education, with emphasis on technology use; At least five (5) years' experience as technology administrator [Director, Manager level], preferably at an educational institution.

Preferred Qualifications: Masters' Degree in technology discipline; Certification as Microsoft or Cisco systems engineer; At least ten (10) years' experience as a chief technology administrator at accredited university or college, preferably at a Native American Tribal College.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

Work Environment: The functions of this position are primarily performed in an office and/or building infrastructure environment; Position occasionally requires the employee to speak in a meeting, conference or training setting. Occasional travel is required.

Physical Demands: While performing the administrative functions of this position, the employee is required to speak, hear and see, including close vision at a computer terminal, and sit and use hands and fingers to handle, write or key stroke; While performing hardware maintenance functions, the employee is often required to stand, walk, climb, lift and carry in excess of 30 lbs., reach, pull, push, and operate hand-held equipment in a building infrastructure setting.

[The foregoing physical demands and work environment are representative of those which must be met to perform the essential functions of this position; however, reasonable accommodation may be available to enable individuals with disabilities to perform the essential functions of this position.]

AGREED:

Employee Signature

Date