



BISHOP STATE COMMUNITY COLLEGE

Position Announcement

Posted Date: August 28, 2020
Closing Date: September 3, 2020

Position: Director of Information Technology

Campus: Main

Minimum Requirements:

- Bachelor degree from a regionally accredited institution.
- Five (5) years of experience within the Information Technology or Computer Technology field.

Preferred Requirements:

- Master degree from a regionally accredited institution in Computer Science, Interactive Technology, Business, Public Administration, or a related field is **preferred OR**, in lieu of a Master degree, possess industry-acknowledged certifications demonstrating relevant expertise equivalent to that of a Master degree.
- Previous work experience in an educational setting.
- Three (3) years of experience managing an Information Technology (IT) department, including network and database administration in a multi-user environment.

Required Knowledge, Skills, and Abilities and Essential Job Functions:

- Ability to work nonstandard hours is required.
- Excellent communications skills, both written and oral
- Ability to organize and analyze data
- Exceptional interpersonal skills, with a focus on listening and questioning skills
- Comply with all policies of the Alabama Community College system Board of Trustees, the Alabama Community College system and Bishop State Community College.
- Monitor and perform capacity planning on the servers and related IT environments.
- Provide reports and forecast needs for hardware growth.
- Maintain confidentiality with regard to the information being processed, stored, or accessed by the network.
- Function in a team-oriented, collaborative environment, supporting and assisting other employees.
- Develop and maintain installation and configuration procedures.
- Contribute to and maintain system standards.
- Develop standard procedures and schedules for the maintenance of the operating systems.
- Serve as a project team member to support activities regarding applications that run on the servers.
- Install applications, develop system administration scripts, plan version release upgrades and patches.
- Develop, write, and modify routine computer programs.
- Test and modify existing or new utility programs and routines.
- Install and configure operating systems.
- Complete performance tuning of the servers and backups of systems using an enterprise backup system.
- Interface with computer manufactures to maintain an up-to-date knowledge of their software and related changes.
- Research and recommend innovative, and where possible, automated approaches for system administration tasks, including telecommunications and other technology services.
- Identify approaches that leverage our resources and provide economies of scale.
- Responsible for identifying opportunities that contribute to the improvement of quality, safety and cost, as well as customer and employee satisfaction.
- Perform daily system monitoring by verifying the integrity and availability of all hardware, server resources, and systems and key processes, by reviewing system and application logs.
- Verify completion of scheduled jobs such as backups.

- Provide security administration and supports the development of processes and policies surrounding server administration.
- Work closely with security analyst in performing regular security monitoring to identify any possible intrusions.
- Upgrade and configure system software that supports GIS infrastructure applications or Asset Management applications per project or operational needs.
- Perform periodic performance reporting to support capacity planning.
- Performing ongoing performance tuning, hardware upgrades, and resource optimization as required.
- Configure CPU, memory and disk partitions as required.
- Apply OS Patches and upgrades on a regular basis.
- Upgrade administrative tools and utilities.
- Configure/add new services as necessary.
- Maintain the systems software at current release levels.
- Monitor and maintain multiple application server systems including telecommunication support.
- Provide regularly scheduled maintenance on all application server platforms.
- Monitor and review application programs to ensure the most efficient use of computer resources.
- Assist in analyzing test results to detect or explain programming errors or causes of program malfunctions in system software.
- Maintain college wide directory services.
- Track and document projects/tasks utilizing ticketing system.
- Provide 24/7 technical support for servers and services.
- Establish priorities to ensure deadlines are met.
- Adhere to local, state and federal policies and procedures.
- Provide data and report analysis to support the Institutional Effectiveness, Research and Compliance function of the College.
- Perform other duties as assigned by the Vice President of Operations and/or the President.

Essential Job Functions:

Work is generally performed in an office environment with frequent interruptions and irregularities in the work schedule. Learned physical skill is required for keyboarding. Frequent walking, standing, or sitting may be required. Working hours may vary and occasional evening or weekend work is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Salary: ACCS Salary Schedule: **C1-(\$80,216-\$115,065)**

Application Procedure:

A complete application packet must be received in the Office of Human Resources no later than **Thursday, September 3, 2020, at 5:00 p.m.** Position announcements and employment applications are available at www.bishop.edu and by contacting the Office of Human Resources at (251) 405-7052. Application materials may be delivered to the Office of Human Resources, Room 326 of the Yvonne Kennedy Business Technology Center, submitted via U.S. mail to the following address: Office of Human Resources, 351 North Broad Street, Mobile, AL 36603, or emailed to humanresources@bishop.edu. Applications currently on file must be resubmitted for this position. Delinquent and/or unsigned application packets and/or documents will not be accepted. Only complete application packets will be given consideration for employment.

A completed application packet consists of:

- Completed Bishop State Community College employment application (must be signed)
- Letter of interest with reference to the position announcement
- Current resume
- Applicable Transcript with conferred date (While an unofficial transcript may be submitted as part of the application packet, an official transcript must be received before the date of hire.)

In accordance with Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check. Bishop State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Other Information:

The Selection Committee will screen all applicants for the position. The Committee will select applicants for in-person interviews which may consist of question/answer session and /or skills assessments. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right not to fill the positions in the event of budgetary or operational constraints. Bishop State Community College is a multi-campus organization and employees of the College are required to travel among various work sites for both day and evening responsibilities and must provide their own mode of transportation. Bishop State Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College Systems Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Bishop State Community College will make reasonable accommodations for qualified disabled applicants or employees. Bishop State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.