

Please Note: If you are applying for more than one position, please submit a separate, complete application



Posting Date: December 1, 2020

## INTENT TO EMPLOY

### INTERNAL POSTING

**This position is posted in compliance with Alabama Code §16-22-15. It is the intent to place a current employee in this position.**

**Position:** Chief Information Officer

#### Minimum Qualifications:

1. Bachelor's degree from a regionally accredited four-year college or university **required**.
2. A minimum of 10 years of technical experience in major systems design and development employed in higher educational environment with a minimum of three (3) years of supervisory experience **required**.

#### Primary Purpose:

This full-time position will provide technical vision and leadership in the development and implementation of the College's information technology. Lead the planning and implementation of enterprise information systems to support the strategic goals and priorities of the College while achieving the most effective and cost beneficial enterprise-wide IT operations. These enterprise information systems include, but are not limited to telecommunications, IP networks, datacenter operations, internet cloud services, ERP & LMS systems, classroom technologies and campus end user computing. The employee will:

#### Essential Job Functions:

##### Systems Administration/Reporting

1. Manage multiple information and communications systems and projects, including video, voice and data.
2. Facilitate communication between staff, management, vendors, and other technology resources within the organization.
3. Oversee the back-office computer operations of the information system, including local and wide-area networks.
4. Promote and oversee relationships between the College's IT resources and external entities.
5. Ensure that all information systems and networks operate according to internal standards, external accrediting agency, regulatory agencies and legal standards.
6. Coordinate and manage reporting needs and data analysis for the College. Ensure that the gathering, processing, distribution and use of pertinent information required by management to make decisions occur in a timely, accurate and cost-effective manner.
7. Develop and maintain business continuity and disaster recovery plans.
8. Facilitate correction of any system failures.
9. Oversee and evaluate system security and back up procedures.
10. Oversee the development, maintenance, and communication of systems documentation, policies, and procedures.

##### Budget/Contracts

11. Approve, coordinate and control projects related to selection, acquisition, development and installation of major information systems for the college. Provide advice on evaluation, selection, implementation and maintenance of information systems, ensuring appropriate investment in strategic and operational systems. Evaluates systems to measure their success.
12. Review acquisition and maintenance contracts for hardware, software, maintenance and telecommunications services.
13. Develop and monitor the approved annual operating and capital budgets for information and technology systems.
14. Maintain contact with IT suppliers and maintain knowledge of current technology, equipment, prices and terms of agreements to minimize the investment required to meet established service levels. Evaluate alternatives, perform appropriate cost benefit analysis, and recommend solutions that maximize effectiveness and minimize costs.
15. Manage relationships with vendors for acquisitions, service and support of all information systems and technology. Serve as the primary contact to software, hardware, network-related and telecommunications vendors, consultants, and partners.

##### Planning/Policy Development

16. Provide strategic and tactical planning, development, evaluation, and coordination of the information and technology systems for the College.
17. Provides the technology vision and planning process to regularly evaluate existing technology, information systems, and staffing, research new solutions and technologies and recommend changes.
18. Plan, develop, evaluate, coordinates and manages the College's information and technology systems, including network, data and telecommunications.
19. Develop and enforce policy and procedures to ensure the protection of the College's IT assets and the integrity, security and privacy of information entrusted to or maintained by the College.
20. Recommend changes to software applications based on analysis of their impact to all users' requirements.
21. Gather and analyze changing requirements of users and develop effective and feasible ways to satisfy user requirements.
22. Perform other duties as assigned by the President.

**Salary:** \$91,457.00 to \$126,303.00 based on ACCS Board of Trustees Salary Schedule B and experience.

**Application Deadline:** 4:30p.m., December 15, 2020

**Application Procedure:** A complete application packet consists of:

1. A completed Jefferson State Community College application specific to this position
2. Current resume
3. Transcripts (unofficial copies will be accepted before the deadline, but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Minimum Qualifications" section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Minimum Qualifications" section, verification from previous employer(s) is required. (For clarification, please contact Human Resources) Remember **that the work experience verification completion is your responsibility**. Please visit <http://www.jeffersonstate.edu/about-jscc/human-resources/work-experience-verification/> to obtain form. (For clarification, please contact Human Resources)

**EQUAL OPPORTUNITY EMPLOYER**

**“EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED”**

**Materials may be submitted to:**

Human Resources  
2601 Carson Road  
Birmingham, AL 35215-3098  
Phone: (205) 856-7764 or 856-7899  
Fax: (205) 856-7720

**This Employer Participates in E-Verify**

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College’s prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. ***Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.***