

Job Description

Position Title: Director of IT Enterprise Systems

Job Group: Information Technology

Job Level Group: Director

FLSA Status: Exempt

Position Summary:

The Director of IT Enterprise Systems provides leadership and oversight in the design, technical implementation, and support of IT services. Provides complex and large scale, administrative ERP systems, software applications, custom application development, automation processes, workflow processes, and project management framework and support. Provides strategic and operational direction for a multi-disciplinary team of IT architects, business analysts, application developers, and project managers. Collaborates with the IT leadership team to define procedures and policy, plan, develop, implement, and administer organizational goals and objectives.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provides leadership and oversight in the design, technical implementation, and support of the portfolio of IT's services including complex and large scale administrative ERP systems, software applications, custom application development, automation processes, workflow processes, and project management framework and support.
2. Collaborates with the IT leadership team to define procedures and policy; plans, develops, and implements goals and objectives; and, develops long term strategy to improve service delivery to support internal and external stakeholders
3. Develops long-term strategy to improve delivery of services and support to internal and external customers and other stakeholders. Understands the business strategy of enterprise business and IT management and works with the team to define standards and requirements.
4. Prioritizes and assigns work; conducts performance evaluations; and, ensures staff are trained; makes hiring, termination and disciplinary recommendations.
5. Builds strong partnerships with internal and external teams, stakeholders, sponsors, and executive leadership to optimize team performance, effectiveness, improve operations, and enhance services.
6. Develops, administers, monitors, and manages department budget, allocates resources, and approves expenditures.
7. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of computer and network operating systems

2. Knowledge of server administration, system security, and network design
3. Knowledge of project management principles, processes, and techniques
4. Skill in current and applicable computer programming languages relative to the assignment
5. Skill in budget/resource management
6. Skill in organization, coordination and management
7. Skill in people leadership and supervision
8. Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills
9. Ability to adapt to a rapidly changing technical environment
10. Ability to apply analytical and critical thinking skills with the ability draw conclusions and prepare accurate reports of results

Supervision:

- Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.
- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Computer Science or Management or a closely related field of study required.

- Five (5) to eight (8) years of related experience with Enterprise Systems.
- Eight plus (8+) years of related experience preferred
- Three (3+) years of supervisory experience required
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License
- Some evening or weekend work hours