

FLORIDA GATEWAY COLLEGE

Job Description

EXECUTIVE DIRECTOR INFORMATION TECHNOLOGY/CIO

DISTINGUISHING CHARACTERISTICS:

This position is an administrative post involved in the overall technical operations of the college. The employee in this position is responsible for providing skilled leadership to college staff in identifying and solving business problems with technology tools, evaluating and recommending hardware and software applications for college administrative use, and assisting decision makers in the setting of priorities for new technology. The employee will be required to attend technical conferences and seminars and be ready to serve on various college committees as needed. This employee will also represent the college in statewide meetings and serve as the liaison between the college and other institutions regarding information systems issues. The employee in this position is also responsible for working with the instructional area in coordinating training sessions and programs for faculty and instructional staff on web courses, distance learning techniques and computer-assisted instruction. In addition, this employee will keep informed on new developments in distance learning delivery systems, materials and equipment and will make recommendations related to these resources assuring that the delivery systems and software comply with federal, state, and regional laws. The employee will play a positive administrative role in helping the college effectively manage change.

ESSENTIAL JOB FUNCTIONS:

(Note: The following examples of work as listed in this job description are not necessarily descriptive of any one position in the classification. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Direct the day-to-day technical and business aspects of hardware and infrastructure services, network, information security, voice and data communications, network and systems administration, help desk, and Enterprise Resource Planning (ERP) systems.

Manage and supervise the College's computer software and hardware systems for administration and instruction.

Acquire, design, develop, implement and support all college administrative information systems.

Work with the Manager, Network and Security along with IT staff to assure that the network and software infrastructure supports the administrative and instructional systems and meets the technology needs of the College, including all distance learning initiatives.

Coordinate with the Florida Division of Community Colleges Distance Learning Consortium and work with the College Academic Officers to expand distance learning opportunities at the college.

Establish and maintain contacts at a state level with the Division of Community Colleges to ensure all administrative information systems adhere to the requirements as defined by the state and statute.

Serve as the liaison between the college and technology vendors.

Oversee the development, maintenance and testing of disaster recovery plans.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:**KNOWLEDGE, ABILITIES AND SKILLS:**

Ability to design, establish and maintain the security environment for all administrative information systems and databases. Ability to assist in the design, development, and execution of technical contracts and coordinate and implement all administrative software upgrades. Ability to provide technical leadership and assistance in developing, justifying, and administering budgets for technology and implementing funded technology. Ability to communicate technical issues effectively to non-IT audiences without technical terms. Ability to foster communication with users on project priorities and statuses. Ability to make independent judgments. Ability to interpret State Board Rules, Florida Statutes and college policies. Ability to prepare statistical data as needed.

EDUCATION AND EXPERIENCE:

Bachelors Degree required; Masters preferred, in the field of Computer Science or Business Administration. Six years of progressively more responsible information technology experience with approximately half in operations and half in management. Broad exposure across multiple information technology disciplines including applications management and development, infrastructure systems and web technologies.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).
Acceptable hearing (with or without hearing aid).
Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

MICHAEL C. DAVIS

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SUMMARY

An Executive Director of Information Technology/CIO with experience in a diverse range of technologies within a college environment. Demonstrated success managing networking, software installation and maintenance, quality assurance and internet technology. Solid management skills, capable of leading and motivating individuals. Good communicator focused on building strong interdepartmental relationships.

QUALIFICATION HIGHLIGHTS

- Information Technology
- Executive Management
- Project Management
- Internet Technology
- Networking
- Relationship Building

EXPERIENCE

- Jul 2005 - present **Executive Director Information Technology/CIO, Florida Gateway College, formerly LCCC**
- Lead Information Systems and Technology Departments.
 - Serve on State member's council for distance learning.
 - Approve all technology purchases.

Apr 1998 - Jun 2005

Director of Administrative Data Processing, Lake City Community College

- Same as previous but permanent position.
- Instrumental in bringing IP telephony on campus.

Oct 1997 - Apr 1998

Interim Director of Administrative Data Processing, Lake City Community College

- Managed DP support staff.
- Reports Coordinator responsible for data submission and report verification of State reports.
- Maintained phone system and mainframe.

Feb 1991 - Oct 1997

Programmer Analyst I, Lake City Community College

- Designed and oversaw installation of campus wide switched Ethernet network.
- Purchased and installed new mainframe, firewall and WEB server including internet connection.
- Maintained ERP and mainframe operating system software.
- Maintained phone system.

- Supervised DP support staff.
- Jan 1992 – May 1996 Instructor (part-time), *Lake City Community College*
 - Taught Lotus 1-2-3 and Windows 3.11 for Continuing Ed.
- Sep 1990 – Nov 1994 Instructor (part-time), *Baker County School Board*
 - Taught Appleworks, Lotus 1-2-3 and Windows 3.1 for Vocational Adult Ed.
- Jan 1989 – Jan 1991 Programmer, *Lake City Community College*
 - Programmed reports, special projects and resolved application issues.
 - Key player in system conversion.
 - Assisted with phone issues.
- Nov 1987 – Dec 1988 Computer Language Consultant (part-time), *University of Florida*
 - Assisted students in debugging programs.
 - Graded programs, tests and quizzes.

EDUCATION

Dec 1988 BS Computer and Information Sciences, *University of Florida*

Apr 1986 AA Computer Science, *Lake City Community College*

Jun 1983 High School Diploma, *Baker County High School*