

DEAN FOR OPERATIONS/CIO

Reports to: Vice President for Operations
Classification: Full-time, 12-month Employee
Pay Status: Senior Administrator, Exempt
Starting Salary range: \$70,000 - \$80,000
Based on Education and Experience
Revised: May 2023

Purpose of position: This position reports to the Vice President for Operations (VPO) and serves as the Chief Information Officer (CIO) for the college. The Dean supervises duties relative to the effective and efficient operation of all technology service activities encompassing computer and telecommunications hardware, software and services and assists the VPO with the coordination and management facilities projects. Duties include, but are not limited to:

Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.
3. Perform other duties assigned by the VPO.
4. Ensure timely, accurate resolution of problems.

Duties and responsibilities

1. Serve as program and compliance officer and ensure compliance with applicable legal requirements, security framework, and NCCC system policies.
2. Oversee the preparation, maintenance and testing of current disaster recovery documentation and system procedures for administrative hardware and software;
3. Provide leadership and oversight for the planning and integration of multi-faceted administrative, facilities, and instructional technology;
4. Evaluate and implement all Technology Service programs and services;
5. Oversee the preparation of the annual Technology Services budget and coordinate the acquisition of all Technology Service hardware, software, supplies, forms, and services;
6. Oversee system-level communication and telecommunications systems including WAN and VOIP (voice-over-IP) applications;
7. Oversee Technology Service daily operation including network services, help desk, hardware and software maintenance;
8. Manage switchboard and offices services areas;
9. Provide leadership and oversight of management and student information systems operations;
10. Research, evaluate and recommend technological innovations beneficial to the institution;
11. Design, develop, test, and implement various components of the management and student information systems;
12. Provide direction and oversight of NCCC web development as necessary.
13. Manage vendor relationships pertaining to Safety and Security operations for items such as: video surveillance, burglar alarm systems and monitoring, fire alarm systems and monitoring, routine maintenance of equipment, physical security, and access control systems.
14. Provide project management and oversight for projects as assigned by the VPO.

Education and Experience

1. A Master's degree in Information Systems, Business Computer Technology, or other related field of study; AND five years of experience with essential experience listed above requiring initiative and judgment; OR
2. A Bachelor's degree in Information Systems, Business Computer Technology, or other related field of study; AND ten years with essential experience listed above requiring initiative and judgment.

Working Conditions

1. Normal office working environment.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. Some travel during normal working hours may be required.
4. Occasional overtime may be required.

Application

Please submit a letter of application, resume with names and phone numbers of five references unofficial transcripts, and employment application to: Human Resources Director, Dean of Operations/CIO, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. Employment application available at <https://www.neosho.edu/careers.aspx>. Review of applications begins upon receipt.

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>