

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION**

**EXECUTIVE DIRECTOR OF ENTERPRISE INFORMATION SYSTEMS & INTEGRATED
SERVICES**

FLSA STATUS: EXEMPT – PAY GRADE: 27 - A

GENERAL STATEMENT OF JOB

The Executive Director of Enterprise Information Systems & Integrated Services analyzes, defines, designs, develops, tests, deploys, maintains, coordinates and operates, and evaluates on a Collegewide basis, the technical systems and support environment of the college. The employee in this position works closely with the CIO to develop and implement the college's technology vision; coordinates and supervises daily technology operations; collaborates with college departmental and technology team leadership to develop, implement, evaluate, and operate college systems. Develops, implements, and evaluates college-wide systems integration strategy. Manages technology initiatives, special projects, business analysts, project management office, and Information Technology Portfolio Management (ITPM) of College Information Technology Services (CITS). Serves as lead software architect.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Supervise daily operations of the information systems group, manage IT processes and major initiatives.

Coordinate and manage technology projects and priorities across the technology team, including coordination of fellow technology leaders and managers.

Facilitate the development of student, and faculty-focused technology initiatives, and create implementation plans in coordination with other technology team leaders.

Develop integrated systems and technology models for the college and ensure optimization of systems and technologies.

Provide leadership in the development, implementation, operation, evaluation, and maintenance of systems and technology-based products, services, and delivery methods.

Develop, analyze, and present project status reports, budgets, implementation plans, and strategies.

Develop staff skill sets and set direction for requirements elicitation, packaging, and management of requirements prior to and throughout the project lifecycle.

Serve as the primary technology contact for instruction and student success.

Serve as the primary technology contact for educational technologies, and set direction for incremental, evolutionary, and transformative educational technology initiatives.

Define, delineate, explain, and improve IT asset classes (e.g., infrastructure, transactional, informational, and strategic asset classes).

Propose, create, and modify procedures and operational practices.

Participate on councils, task forces, and committees, as appropriate, and represent the college in cooperative and partnering initiatives as assigned.

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Research, evaluate, develop, recommend, and implement new technologies to improve performance, efficiency, effectiveness, learning outcomes, and the quality of client experience.

Manage project management methodologies and staff.

Create and manage relationships with vendors.

Supervise administrative, professional and other staff.

Perform other related duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited institution supplemented by a minimum of five (5) years of related experience.

PREFERRED QUALIFICATIONS

Five (5) years of management of complex systems development environments, successful experience in evaluation and implementation of new technologies on a large scale.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc.. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

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Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective 7/10, revised 8/14, 2/15