**Director of College Software**  
**Information Technology**

**Position Summary:** The Director will design and implement a plan to maximize the use of software and manage selection of new and additional appropriate software. Also responsible for managing the staff responsible for supporting software systems and implementing a data architecture using technology that binds the various existing and new systems together, enabling seamless operation and including extensive and robust reporting that is scaled appropriately for users' abilities and needs.

**Qualifications:** Requires a BA/BS, a minimum of 5 years of software development, and a minimum of 3 years of successful supervisory experience. Requirements include: senior level experience in management, budgeting, financial controls, leadership and staff development; ability to work well in a multi-tasking environment as well as working as part of a team; excellent verbal and written communication and problem solving skills, analytical ability and a deep understanding of business processes; exhibit strong leadership skills with the ability to garner loyalty and build a team mentality both within the department and among key constituents; demonstrated experience in software development, ERP Integration and management, cloud computing applications and support of purchased application systems; experience in data architecture and interfacing multiple different applications is highly desirable. Experience with Datatel, PowerFAIDS, EMS, Salesforce and/or Cast Iron a plus.

**Responsibilities:**  
**I. Manage college software department**  
Direct College Software department staff of five employees. Hire, manage and lead analysts, webmaster, mobile developer and other software professionals. Design and implement a training and professional development plan for staff. Help develop and implement a training plan for new college staff who use college software. Work closely with other IT Directors to create a unified set of services to the campus. Participate in committees related to college software and/or strategic planning as requested by Sr. Director of IT and/or CIO. Responsible for managing and maintaining budget and allocating appropriate resources for College Software Department in coordination with supervisor. Partner with end users to define requirements and goals and identify and resolve issues as they arise.

**II. Develop a comprehensive software strategy**  
Analyze the current systems used by the college and assess needs and formulate solutions. Determine now to maximize the full potential of the components of Datatel ERP in use at the college and adjust usage accordingly. Identify additional software needed - and work with supervisor to design a plan and budget for procurement. Work with the user community to better implement existing software choices and select additional software as appropriate. Determine life-cycle and discontinue use of software that is not needed or ineffective in coordination with appropriate constituencies. Determine if any existing systems can be replaced with cloud/SaaS alternatives and discuss options with Senior Director of IT and CIO.
III. Data architect

Work with College Software department and constituencies to define an overall data model for the college. Determine how existing systems fit into the data model and how existing systems need to interface. Implement needed interfaces by leveraging the power of the Cast Iron integration tool. Evaluate how proposed new software fits into the data architecture.

IV. Expectations

Expectations for workplace demeanor include but are not limited to:
Working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively. Listening to and objectively and respectfully considering the ideas and perspectives of others. Readily admitting and correcting personal mistakes. Meeting commitments. Keeping your supervisor and others who may be affected informed about work progress. Addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties. Working promptly toward reconciliation and forgiveness during conflict. Respecting the diversity of our community in words and deeds.

V. Other duties as assigned

Reports to: Senior Director of Information Technology