



Marshall B. KETCHUM UNIVERSITY

Director of Information Technology

JOB SUMMARY

Are you a hands-on self-starter looking for an opportunity to assist a growing University enhance and support its Information Technology (IT) capabilities? Are you passionate about change and challenging the status quo? Then we would like to hear from you regarding our opportunity for a Director of IT.

The Director of IT will plan, coordinate, direct, and design all operational activities of the IT department, as well as provide direction and support for IT solutions that enhance mission-critical business operations. The Director of IT will work closely with decision-makers in other departments to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Formulate and deploy long-term strategic plans for acquiring and enabling efficient and cost-effective information processing and communication technologies.
- Manage IT department operational and strategic planning, including business requirements, project planning, and organizing and negotiating the allocation of resources.
- Where necessary, re-engineer applications support to ensure it aligns with business processes, tactical planning, and strategic vision.
- Define and communicate project milestones and resource allocation to executive team, department leads, support staff, and end users.
- Develop and review budgets for and from IT department divisions and ensure they comply with stated goals, guidelines, and objectives.
- Review performance of IT systems to determine operating costs, productivity levels, and upgrade requirements.
- Benchmark, analyze, report on, and make recommendations for the improvement of the IT infrastructure and IT systems.
- Develop bid requirements for all hardware and software upgrades, reviews submitted bids for compliance with stated requirements, and make the appropriate award.
- Authorize and oversee the deployment, monitoring, maintenance, development, and support of all hardware and software based on department needs.
- Develop business case justifications and cost/benefit analyses for IT spending and initiatives.
- Direct research on potential technology solutions and implementations in support of new initiatives, opportunities, and procurement efforts.
- Oversee provision of end-user services, including help desk and technical support services.
- Develop and implement all IT policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing, and service provision.
- Oversee negotiation and administration of vendor, outsourcer, and consultant contracts and service agreements.

- Manage IT staffing including recruiting, scheduling, supervising, coaching & developing and providing ongoing feedback for growth or improvement.
- Establish and maintain regular written and in-person communications with the organization's executives, department heads, and end users regarding pertinent IT activities.

QUALIFICATION REQUIREMENTS

To perform this job successfully, the candidate must be able to perform each duty identified above, satisfactorily. The requirements below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge:

- Solid knowledge of networking fundamentals and network security principles.
- Possesses the knowledge, skills and ability to implement/manage a disaster recovery plan, back-up procedures, and other control structures as needed.
- Prefer someone that has in-depth knowledge of applicable laws and regulations as they relate to IT, Healthcare (HIPAA) and Education (FERPA).
- Knowledge of business processes, business management, budgeting, and basic business office operations.

Skills/Abilities:

- Experience in purchasing, implementing, managing and supporting large scale systems and applications.
- Experience managing a multi-location network.
- Strong technical management and project management skills.
- Expert level network security troubleshooting skills.
- Demonstrated ability to apply IT in solving business problems.
- Excellent written, oral, and interpersonal communication skills.
- Ability to present ideas in business-friendly and user-friendly language.
- Highly self-motivated, self-directed with great attention to detail.
- Ability to effectively prioritize and execute tasks in a changing environment.

EDUCATION AND/OR EXPERIENCE

The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is:

- Bachelors' Degree from an accredited college/university in the field of Computer Science or Information Systems.
- A minimum of ten (10) years related work experience.
- A minimum of five (5) years of experience managing IT personnel.
- Proven experience in IT infrastructure strategic planning and development, project management, and policy development.
- Experience with systems design and development from business requirements analysis through to day-to-day management.
- Extensive experience managing a team-oriented, collaborative environment.

Preferred Education and Experience:

- Master's Degree in Computer Science or Information Systems or Master of Business Administration with Technology or IT Security as a core component preferred.
- Prior IT Experience working in Education or Healthcare.
- Database (MSSQL) and Programming skills (.NET) a plus.
- Jenzabar EX and NextGen EPM experience a plus.

ABOUT THE ORGANIZATION

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and will award a Doctor of Pharmacy (PharmD) degree. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

BENEFITS

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus. (See our website at www.ketchum.edu under *Employment* for more details.)

HOW TO APPLY

Interested candidates, please send a cover letter (including your salary history) along with your resume to Humanresources@ketchum.edu. Position is open until filled.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.