JOB DESCRIPTION

TITLE: Director of Computer Services

SUPERVISOR: Vice President of Finance & Administrative Services

JOB OBJECTIVES: To accomplish the goals and objectives established for the Division. Is responsible for the management and administration of the Computer Services Division.

ESSENTIAL JOB FUNCTIONS:

A. Develops and maintains the Computer Services Standards and Procedures Manual.
B. Develops and maintains the Computer Services three-year long-range planning document.
C. Develops the budget for the Division and ensures that expenditures are properly classified and within prescribed limits.
D. Develops equipment acquisition schedules and physical plant requirements.
E. Directs the activities of the Assistant Director of Computer Services, the Manager of Administrative Information Services, and the Secretary.
F. Evaluates personnel assigned to the Division and makes recommendations for promotion, reassignment or termination.
G. Develops and maintains job descriptions and make recommendations on position requirements.
H. Provides project leadership for major system implementations.
I. Performs analysis of departmental needs and ensure that programming and testing standards are adhered to during software systems development.
J. Keeps informed of computer-related policies, statutes and technological advances.
K. Serves as Project Manager for institutional technology enhancements, e.g. migration to a new Enterprise Resource Planning system
L. Performs other duties as assigned.

JOB STANDARDS:

A. Bachelor's degree from an accredited institution required
B. Minimum 5 years' experience in information technology required.
C. Minimum 3 years' management and supervisory experience required

JOB LOCATION: The primary job location is the college's main campus. Occasional travel throughout the service area may be required.

EQUIPMENT: Some use of telephone, computer equipment and other standard office equipment is required.

CRITICAL SKILLS/EXPERTISE:

• Ability to manage and direct employees and have effective communication skills
• Ability to establish and maintain effective working relationships with co-workers, faculty, staff and students.

NON-ESSENTIAL FUNCTIONS: Marginal tasks performed include the operation of standard office equipment such as computer and copy machines.

SALARY:

EMPLOYMENT DOCUMENTS: Current Federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed

APPLY TO: Human Resources
Nashville State Technical Community College
120 White Bridge Road
Nashville, TN 37209

Nashville State is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer