
POSITION VACANCY ANNOUNCEMENT

Chief Information Officer

General Description of the Position: The Chief Information Officer, under the supervision of the Vice President for Administrative Services and CFO, is responsible for the overall management and ongoing design of a growing TCP/IP network consisting of UNIX Servers, Windows Servers, Network Firewall, Network Switches, VPN, Layer 3 switching, distance learning, and router administration, working with the user communities, members of the NCCCSO to provide a quality computing environment for faculty, staff, and students.

Responsibilities and Duties of the Position:

1. Evaluate, recommend, and implement necessary changes to the colleges Local Area Network (LAN) and Wide Area Network (WAN) as needed to support applications within the Colleges strategic plan, including distance learning platform and software version upgrades.
2. Ensure that communications access, security, printing services, and applications are functioning properly and adhere to established IT standards developed by IIPS IT standards committee and the Office of the State Controller where applicable.
3. Evaluate external advancements in the IT industry to improve customer/user satisfaction, reduce operating costs, and/or improve efficiency and effectiveness.
4. Work with Administration, faculty, and staff to assess and respond to campus IT needs.
5. Implement necessary training for IT department to broaden support levels of various platform and application services.
6. Minimize system downtime during peak hours of usage when scheduled upgrades to server applications and/or network appliances.
7. Perform server functions: add users (define, establish, and enforce security access to data); identify device and access paths and availability; configure server hardware; and customize applications to ensure proper functioning as directed by the NCCCSO.
8. Provide assistance and direction with reporting tools to design and develop needed reports from the Colleges administration software (CIS) as needed.
9. Serve as liaison for the College with external vendors; (i.e. MCNC, AT&T, Datatel, NCCCSO, etc.) in matters essential to the operability of College resources.
10. Supervise all employee positions in administrative IT department.
11. Perform related network administration duties as required.
12. Other duties. (Willingness to accept and fulfill additional assignments.)

Minimum Education and Experience:

Bachelors degree in computer science, high level of experience in the usage of Microsoft database management and security, and Microsoft Server Administration. Knowledge and experience in managing Solaris, Unidata and CIS applications. Ability to develop queries and an understanding of computed columns creation and debugging.

Knowledge, Skills, and Abilities: Experienced in the administration and configuration of various networking technologies. Experience in setup and deployment of desktop hardware and software as needed. Excellent verbal and written communication skills. Excellent supervisory skills.

Position Available: February 1, 2012. **Application review begins December 12, 2011.** To apply: the RCC Application and copies of college transcripts must be received prior to consideration. Incomplete packets will not be considered. Successful applicant must pass a complete background check.

Salary: RCC Salary, (\$63,216 to \$72,708 annually), Full-time

Contact: Human Resources
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