



## **JOB ANNOUNCEMENT**

**POSITION:** Information Technology Director  
**CLASSIFICATION:** Full-Time  
**LOCATION:** Leech Lake Tribal College  
**SALARY:** D.O.Q.  
**CLOSING DATE:** Open Until Filled

### **Job Description**

The Director of Information Technology shall provide leadership and management to the Information Technology Services (ITS) department in its charge to provide, operate, and maintain computing and telecommunication facilities, equipment, and services that meet the needs of the administrative, educational, and research programs of the College. The Director of IT is responsible for all aspects of information technology management and control, including supervision of information technology employees; budget preparation and management; recommendations for technical acquisitions; and development of guidelines, standards and procedures. The director is charged with strategic planning, tactical action, and operational decision-making to fulfill the mission of the IT department and the College. The Director must possess initiative and drive, have broad relevant technical knowledge with good management expertise and have excellent written and verbal communication skills.

### **Responsibilities**

1. Provide leadership, vision, and management to the IT Team. Leads the IT team and is responsible for managing and maintaining day-to-day operations of the IT infrastructure.
2. Researches and recommends system development priorities, charges for user services; resolves procedural problems; assists with formulating departmental policy and procedures; recommends new or revised standards, procedures, and policies; and uses specialized techniques in the analysis of collected data.
3. Recommends new or revised standards, policies, etc.; uses specialized techniques in analysis of data; situations are varied and frequently highly complex; and participates in decisions that have major impact on the entire college.
4. Oversee the revision of the IT Strategic Plan on an annual basis ensuring its coherence with the overall campus strategic plan.
5. Serve on planning and policy-making committees.
6. Coordinate and plan grant funding program activities, including the prioritization, planning and scheduling of activities to guide program efficiency and effectiveness.

7. Review revenues and expenditures, project status, to ensure proper expenditures are made for Federal and other grant projects.
8. Serve as PI on a number of grants.
9. Establish college infrastructure to support and guide divisions and departments in computing and information technology efforts.
10. Serve as primary contact with outside vendors in the generation of RFPs, bids, contracts, agreements, and other major vendor interactions.
11. Maintain the integrity and continual operation of the campus network including the inter- and intra-building wiring plant and wireless networks.
12. Participates in forecasting trends and long-term planning for the department; implements long-term plans; uses non-traditional/creative approaches to problem-solving.
13. Ensures that organization is flexible enough to adapt and adhere to changing industry needs and federal government compliances and regulations.
14. Hold regular departmental meetings to review strategic goals and initiatives, promote team building and work to provide growth paths for staff.
15. Supervise the ongoing operations of the college IT helpdesk providing quality and timely support to college employees concerning hardware and software needs.
16. Provide day-to-day supervision, conduct performance appraisals, and delegate work assignments for all IT personnel.
17. Maintain strict confidentiality, security and privacy of the information systems, communication lines, and equipment
18. Carry out other such duties as may be assigned or requested.

## **Qualifications**

Master's degree preferred. B.S. Degree in Computer Science and/or with 2-4 years of supervisory and technical application experience required. Possess broad knowledge of system networking, and MS certification. Equivalent combination of education and experience will be considered.

## **Application Process**

Apply with a cover letter, a résumé, transcripts, professional reference information and a completed LLTC application form to:

Ms. Dawn Kingbird  
Director of Human Resources  
Leech Lake Tribal College  
P.O. Box 180  
Cass Lake, MN 56633

**Visit our website at [www.lltc.edu](http://www.lltc.edu) for more information. Send LLTC application and résumé to: Human Resources Director • Leech Lake Tribal College • PO Box 180 • Cass Lake, MN 56633 • Phone 218-335-4289**