

Kanawha Valley Community and Technical College

Position Available: Director of Computer Operations

Kanawha Valley Community and Technical College invites applications for the position of Director of Computer Operations beginning in January 2010 or before. This is a full-time non-classified appointment responsible for providing college-wide leadership, supervision and support to ensure that the college's computers, servers, and network operate efficiently with minimum downtime.

**Minimum Qualifications:**

1. Bachelor's degree in a field directly related to the assignment from an accredited college or university is required. Master's degree preferred.
2. Network Management and Administration in a Client-Server Environment.
3. Demonstrated knowledge of LAN and WAN technologies.
4. CISCO Networking Equipment.
5. Design, installation and management of multi-server environment
6. Management and supervision of personnel.
7. High degree of motivation and the ability to work independently with limited supervision.
8. Skilled in technology and the use of Microsoft Office products.
9. Strong organization skills.
10. Three to five years of progressive experience in a college environment.

**The duties and responsibilities of the position include:**

Supervise technical staff on the KVCTC campus. Make work assignments and monitor assignment progress. Provide on-the-job training, professional development and ongoing counseling and assistance in resolving technical issues to subordinate(s). Complete performance evaluations for subordinate(s) on a regular basis. Routine supervisory duties also include approving subordinate's annual leave and sick leave requests, disciplinary actions, and organizing and conducting meetings. Participate in President's staff meetings. Serve on campus level committees, projects, and task forces as assigned by the President.

Administer, monitor and troubleshoot the college's hardware, software, and network infrastructure. Identify and take appropriate action to solve problems and maintain efficient operations.

Resolve varied significantly-complex technical problems relating to information systems data transfer, storage, retrieval, and similar areas. Install and troubleshoot hardware and software. Advise faculty, staff and administration on the limitations, capabilities, and application of advanced techniques, software, and/or hardware in the application of information technology to their jobs.

Provide technical expertise in the planning of technology related projects. Assist various committees and groups on campus to write project proposals. Ensure that project equipment and procedures meet all established standards and follow all policies, procedures, and guidelines. Coordinate as necessary with other information staff at WVSU.

Manage all computer projects on the KVCTC campus. Monitor progress of project team members, provide periodic status reports, provide advanced technical expertise to team members, and provide training for team members when necessary. Participate in on-going executive strategic planning for unit. Use project management concepts and tools to help manage and monitor projects and to disseminate project status reports.

Coordinate the development of independent services on the KVCTC campus, as appropriate and approved. This includes coordinating the transition of administration, network and telecommunication systems administration and maintenance, and server administration and maintenance.

Provide technical training, as necessary, for the faculty, staff, and students.

Maintain currency in advancements in information technology and enhance existing skills. Acquire additional specialties when practical. Be available to respond to project needs on a 24/7 basis. May be called upon to work evening and/or weekend shifts if the project requires them. May be required to work extended hours and/or travel to the Valley Fork Center in Clay County.

**Salary:** Commensurate with education and experience. Minorities and women are encouraged to apply

For more information about the position visit the institution's website at [www.kvctc.edu](http://www.kvctc.edu).

Kanawha Valley Community and Technical College is co-located on the campus of West Virginia State University in Institute, West Virginia. It is the mission of the institution to offer skill set certificates, certificate and associate degree programs, transfer programs, career preparation, developmental education, and workforce development. **Review of applications will begin immediately and applications will be accepted until the position is filled.** Copies of transcripts may be sent but originals must be available by the day of interview. For more information about KVCTC, visit our website at [www.kvctc.edu](http://www.kvctc.edu).

Kanawha Valley Community and Technical College is an equal opportunity, affirmative action institution that does not discriminate based on race, color, religion, sex, national origin, age, disability, or veteran status in its employment, programs, or activities.

**To apply, send resume and copies of transcripts, along with names and contact information (including telephone and e-mail), of three professional references to:**

Human Resources  
Kanawha Valley Community and Technical College  
PO Box 1000 – Ferrell Hall 101  
Institute, West Virginia 25112-1000