Job Title:	Executive Director, Emerging Technologies and Interoperability	**Grade:**	P
Department:	Information Technology Services	**FLSA:**	Exempt

> *The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

General Function:

A supervisory-level position for a Knowledge Professional focusing in the functional areas of Web Design and Development as needed by the Information Technology Services Department in delivering service and support to clients. Manages the design, development, maintenance and overall general architecture of institutional websites.

Characteristic Duties and Responsibilities:

1. Lead the execution of technology strategy for technology platforms, partnerships, and external relationships.
2. Manages the design, development and maintenance of the general web architecture, web applications, mobile applications, social media and media services.
3. Directs the technical team to ensure that the application architecture is adhered to throughout the development process.
4. Works with faculty, staff, and the development team in order to establish, promote, and enforce design and site guidelines.
5. Tracks/monitors emerging technologies for internet technologies, mobile technologies, learning technologies and media services, especially in the area of development, deployment, integration, monitoring and support.
6. Coordinates the research and analysis of website utilization and the development of strategies to maximize the use of all web offerings.
7. Provides technical leadership to ensure the optimum security of all of the institution's intellectual properties and personal data.
8. Provides input to the product planning process by ensuring product design is clearly defined and specific functionalities are included.
9. Standardizes components and makes recommendations for reuse in order to create architecture that is scalable and flexible for future growth.
10. Provides routine status reports to division management.
11. Responsible for the software development and integration of services related to emerging technologies. Directs the software engineering function in developing, releasing, integrating, and maintaining software applications according to business needs. Solutions include overseeing operability between applications including cloud computing solutions.
12. Directs and oversees all aspects of web system and mobile solutions including design, release, integration, and maintenance.
13. Oversees service corporation projects related to emerging technologies.

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14. Reviews and helps oversee grant projects related to emerging technologies.
15. Other duties as assigned

Reporting Relationships:

Direction Received: Reports to Executive Director, Emerging technology

Direction Given: Responsible for directing programming and web designing professionals

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution and 4 to 6 years of related experience, a combination of course work and experience may substitute for the degree

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledgeable with industry standards and best practices for web site development and architecture

Knowledgeable with industry standard web application development languages and tools; prefer experience with Java, SML, XSLT, and scripting languages (JSP, PHP, and/or Python)

Knowledgeable with systems integration, including operating systems, applications, networks, databases, distributed systems, and client/server architecture.

Knowledgeable in overall Administrative Information Systems; prefer experience with educational institution

Ability to work in a team-oriented, collaborative environment; and maintain effective working relationships with those contacted in the course of work

Strong organizational, communication (oral and written), critical thinking and troubleshooting skills

Ability to maintain a customer focus in providing technology services with a positive, professional outlook

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. January 2013

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Working Conditions:

Typical office environment; may occasionally lift lightweight objects up to 25 lbs. and may experience minor discomfort from frequent use of a video terminal