
JOB DESCRIPTION: DIRECTOR, ENTERPRISE TECHNOLOGY

DEPARTMENT:	Information Technology	REPORTS TO:	Chief Information Officer
JOB CLASS:	IT Director	PAY GRADE:	41
EXEMPT STATUS:	Exempt	DATE:	10/9/2014

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The Director, Enterprise Technology identifies, plans for, and leads the implementation of new technologies into the FLVS organization. The Director, Enterprise Technology collaborates with the Chief Information Officer (CIO), IT managers, and other department heads to market and demonstrate the value of these new technologies to the organization. The Director, Enterprise Technology integrates new projects, systems, and applications to the existing IT environment.

ESSENTIAL POSITION FUNCTIONS:

- Evaluate and identify appropriate technology platforms (including web application frameworks and vendor-supplied platforms) for delivering FLVS' services
- Collaborate with appropriate departments to assess and recommend technologies that support FLVS' needs
- Select and define software development methodology
- Promulgate coding conventions and documentation standards
- Review and establish system architectures for business applications
- Evaluate and identify appropriate cloud/hybrid-cloud infrastructure to support evolving declining and expanding system needs
- Consult with other department heads and leaders to increase overall knowledge and understanding of technology
- Advise and collaborate with the CIO in developing strategic technology initiatives to ensure the organization stays current within its industry
- Promote and lead key technology projects from conception to implementation
- Produce white papers and reports to support proof of concept and viability of proposed technology initiatives
- Lead and manage assigned direct reports; Evaluate the assigned department structure for continual improvement in efficiency and effectiveness of the group, as well as ensuring team members have access to professional and personal growth within the organization
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:***Education/Licensure/Certification:***

- Bachelor's Degree in Computer Science/Information Systems; or equivalent combination of education and relevant experience
- Master's Degree in Computer Science/Information Systems, preferred
- Microsoft Certified Technology Specialist (MCTS) in ASP.NET, Web Applications or Visual Studio Team Foundation Server, preferred

Experience:

- Eight years' developing enterprise-wide software solutions
- Six years' supervising and/or leading in software development
- Three years' of direct management/supervisory experience, preferred
- Five years' .NET technologies (VB.NET/C#/ASP.NET) experience
- Seven years' MS-SQL writing stored procedures and database schema design
- Seven years' Microsoft operating systems experience
- Two years' leading the development and support of custom computer applications
- Advanced experience with client side technologies such as JavaScript, CSS, DHTML and others
- Experience and knowledge of AJAX, DOM, XML, and XSLT
- Experience with Version Control Systems such as Microsoft Team Foundation Server, SourceGear Vault, CVS, Visual SourceSafe, or others
- Experience with deploying web applications in Microsoft Windows Server and IIS technologies
- Experience with Integrated Development Environments (IDE) such as Microsoft Visual Studio 2005/2008, Eclipse or others
- Experience with automated build tools and scripting such as MS Build or ANT
- Experience with database tools and development environments such as AdeptSQL Diff, RedGate SQL Toolbelt, and Microsoft Visual Studio for Database Developers or Microsoft Business Intelligence Development Studio

Knowledge, abilities and skills:

- Thorough knowledge of current and future technology solutions for the Internet, hand held devices, personal computers and networks
- Track record of successful, solution-based implementations utilizing .NET technologies including C# and/or VB.NET, ASP.NET, Web Services, and/or ADO.NET
- Ability to effectively manage time, resources, and meet deadlines within budget
- Ability to drive quality into the company culture by contributing to internal initiatives
- Strong interpersonal skills
- Strong verbal and written communication skills
- Ability to demonstrate initiative, exercise good judgment, and exhibit business savvy orientation
- Ability to work with and through people to establish goals, objectives, and action plans
- Excellent leadership capabilities, including the ability to work effectively with and influence team members, management, clients and other external groups

CORE COMPETENCIES FOR SUCCESS:

COMMUNICATION SKILLS <i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i>	CUSTOMER FOCUS <i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i>
INTERPERSONAL SKILLS <i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i>	FUNCTIONAL /TECHNICAL EXPERTISE <i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i>

DIRECTOR COMPETENCIES FOR SUCCESS:

LEARNING ON THE FLY <i>Learns quickly when facing new problems; Is a voracious learner; Analyzes both successes and failures for clues to improvement; Experiments and will try anything to find solutions; Seeks out the challenge of unfamiliar tasks; Quickly grasps the essence and the underlying structure of most anything</i>	PRESENTATION SKILLS <i>Is effective in a variety of formal presentation settings: one-on-one, small and large groups, with peers, direct reports, and bosses; Is effective both inside and outside the organization, on both cool data and hot and controversial topics; Commands attention and can manage group process during the presentation; Can change tactics midstream when something isn't working</i>
PRIORITY SETTING <i>Spends his/her time and the time of others on what's important; Quickly zeros in on the critical few and puts the trivial many aside; Can quickly sense what will help or hinder accomplishing a goal; Eliminates roadblocks; Creates focus</i>	BUSINESS & FINANCIAL ACUMEN <i>Knowledgeable in current and possible future policies, practices, trends, technology, and information affecting his/her business and organization; Knows the competition; Understands and communicates the goals, objectives, competencies, and metrics associated with business success; Understands and applies knowledge of key organizational business drivers; Keeps abreast of the overall performance of the organization and adjusts allocation of finances based on progress against goals; Sets priorities by aligning organizational finances with strategic goals; Fosters an environment that encourages fiscal responsibility</i>
COMPOSURE <i>Is cool under pressure; Does not become defensive or irritated when times are tough; Can be counted on to hold things together during tough times; Handles stress well; Is not knocked off balance by the unexpected; Doesn't show frustration when resisted or blocked; Is a settling influence in a crisis; Consistently behaves in a professional manner</i>	DEALING WITH AMBIGUITY <i>Effectively copes with change; Can shift gears comfortably; Can decide and act without having the total picture; Isn't upset when things are up in the air; Doesn't have to finish things before moving on; Can comfortably handle risk and uncertainty</i>

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Orlando VLC
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.