DEPARTMENT:	Information Technology	**REPORTS TO:**	Chief Innovation and Technology Officer
JOB CLASS:	IT Director	**PAY GRADE:**	IT 41
EXEMPT STATUS:	Exempt	**DATE:**	October 25, 2017

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 Executive Director, Product Engineering leads management teams to develop technology solutions for FLVS. The Executive Director is responsible for the timeliness, user effectiveness, quality, and budget compliance of their technology solutions. The Executive Director is responsible for the collaborative development of FLVS architectures, development lifecycles, technology selection criteria, and management development. As the lead technologist for FLVS, they work ensure the participation, understanding, and compliance of all FLVS development groups with FLVS' architectures and development processes. The Executive Director provides direct consultative support to the Chief Innovation and Technology Officer. They collaborate with other directors to market and demonstrate the value of Product Engineering solutions to the organization. The Executive Director, Product Engineering provides leadership in all phases of the development lifecycle in a highly customer focused, collaborative, cross-functional team.

ESSENTIAL POSITION FUNCTIONS:

- Provide a strategic framework for the effective and timely development of Product Engineering's solutions
- Promote and lead key projects from conception to implementation
- Lead and direct efforts to select appropriate technology, cloud, and platform solutions to support Product Engineering's solution development
- Lead and direct efforts in establishing Enterprise Architectures to govern overall FLVS development efforts
- Lead and direct efforts in developing best practices processes and standards including design, development, testing, and maintenance of FLVS code
- Lead and direct efforts in developing effective strategies for using technology, training, and consultants in Product Engineering's solutions
- Lead and direct the technical review of contracts for services, software, and hardware delivered to Product Engineering
- Hire/terminate direct reports as well as approve staff reporting to the direct reports; included in this responsibility is the discipline, promotion, salary adjustment, etc., of staff
- Develop and mentor leadership pipeline
- Lead and manage assigned direct reports; Evaluate the assigned department structure for continual improvement in efficiency and effectiveness of the group, as well as assist in the development of 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.)

<u>MINIMUM REQUIREMENTS:</u>
Education/Licensure/Certification:
- Bachelor's degree in Management Information Systems, Information Technology, Web Development, or related discipline

Experience:
- Eight years of experience working collaboratively with analysts, developers, and engineers to create complete solutions, required
- Five years of management/leadership experience in information technology solution development (including cloud/hybrid), required
- Experience working with vendors/partners to configure and develop software solutions

Knowledge, abilities and skills:
- Subject Matter
  - Expert understanding of personnel management methodologies
  - Expert knowledge of enterprise class application systems best-practice management processes
  - Expert understanding of enterprise information technology architectures (such as TOGAF, FEAF)
  - Expert understanding of web, mobility, and cloud application models
  - Expert understanding of platform application models (i.e. click-to-configure, templates, data definition)
  - Expert understanding of cloud/hybrid development application lifecycle (development, test, QA, production, maintenance)

- Personal and Teamwork
  - Strong leadership development skills
  - Desire to learn and help others
  - Strong interpersonal, organizational, and customer service skills
  - Strong verbal and written communication skills
  - Methodical, consistent and patient approach to troubleshooting
  - Desire and ability to take on new challenges
  - Ability to provide instruction to audiences of varying technical backgrounds
  - Creative and analytical thinker with strong problem solving skills
  - Ability to be self-motivated and show initiative to take on tasks
  - Expert project management skills with the ability to meet, through multiple managers, deadlines, handle and prioritize simultaneous requests, and manage laterally as well as upwards

<u>CORE COMPETENCIES FOR SUCCESS:</u>

COMMUNICATION SKILLS	CUSTOMER FOCUS
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	*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*
INTERPERSONAL SKILLS	FUNCTIONAL /TECHNICAL EXPERTISE
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	*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;*

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	*Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion*

DIRECTOR COMPETENCIES FOR SUCCESS:

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LEARNING ON THE FLY	PRESENTATION SKILLS
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	*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*
PRIORITY SETTING	**BUSINESS & FINANCIAL ACUMEN**
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	*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*
COMPOSURE	**DEALING WITH AMBIGUITY**
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	*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*

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:
- Location: Remote, VLC as required
- 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.