NEW MEXICO HIGHLANDS UNIVERSITY
LAS VEGAS, NEW MEXICO
PUBLIC VACANCY NOTICE

Date Posted: May 18, 2015

Position : Director of Information Technology Services

Department: Information Technology Services

Job Type : Regular-Full Time

Reports to:Vice President for Finance and Administration

Application Deadline: Open Until Filled

Salary Grade : 19

Starting Salary: Commensurate with qualifications
and experience

FLSA: Exempt

SUMMARY: Under administrative direction of the Vice President for Finance and Administrative Services, plans, directs, and manages the University's Information Technology Service department . Provides leadership,management , and direction for the University's shared information systems, to include institution-wide planning, budgeting for information technologies, and coordination and integration of all University IT matters. Recommends institutional policy for information technology.

DUTIES & RESPONSIBILITIES
- Responsible for overall operations and supervision of employees of the ITS department;
- Participates in the development, implementation, and maintenance of policies, objectives, and short and long range planning for NMHU;
- Collaborates with departments and administration to establish goals and priorities for technology solutions to meet institutional needs;
- Determines need for IT related training of campus personnel and ensures it's delivery ;
- Ensures security of computing environment;
- Responsible for overseeing procurement of software and hardware equipment;
- Leads, guides, and oversees the institutional information technology budgeting process, and provides leadership in cost and productivity analysis;
- Leads the process of determining the priorities, projects, and future directions of the University's IT functions;
- Integrates and coordinates the development of and implementation IT programs across the University,to achieve maximum institution-wide efficiencies and synergies;
- Coordinates the identification and prioritization of required IT initiatives among the University's various operating components;
- Provides direction and leadership in the review of present IT systems and methods, and in the formulation of new and revised systems;
- Maintains professional contacts with other universities, external entities, equipment manufacturers, and professional organizations concerning ex isting and developing information technologies;
- Leads the planning and development of University-wide strategies for generating resources and/or revenues for information technology;
- Provides guidance and counsel to the Vice President in the examination and definition of objectives for existing and/or proposed information systems and the design of improved systems;
- Maintains knowledge and understanding of current and developing information systems technology, equipment , and systems ;
- Perform other related duties as assigned ;
- Maintain regular attendance.

MINIMUM JOB REQUIREMENTS

- **EDUCATION:** Bachelor's Degree in a computer related field (eight (8) years' experience in computing technology may be considered in lieu of a Bachelor's Degree).
- **EXPERIENCE:** Seven (7) years of directly related experience.
    - **Preference:** Master's Degree in a computer related field.

SPECIAL REQUIREMENTS

- None

KNOWLEDGE, SKILLS, AND ABILITIES

- Skill in organizing resources and establishing priorities;
- Ability to present with strong interpersonal and communication skills;
- Ability to work effectively with a wide range of constituencies in a diverse community
- Knowledge of financial/business analysis techniques;
- Ability to direct technical and administrative staff;
- Knowledge and advanced working understanding of the information technology environment of a university;
- Knowledge and technological expertise in a number of computing and networking fields;
- Skill in budget preparation and fiscal management;
- Knowledge of current trends and developments in information technology;
- Ability to foster a cooperative work environment;
- Skill in organizational planning and development;
- Ability to provide guidance and counsel to clientele in the assessment and development of existing and/or proposed systems;
- Ability to develop requests for and evaluate proposals in reference to leading-edge information services technology.

PHYSICAL DEMANDS

- Minimal physical requirements.

WORK ENVIRONMENT

- Work is performed in an office setting.

APPLICATION PROCEDURE: A complete application must include: 1) a letter of interest; 2) resume;3) university employment application; 4) names/address/telephone numbers of 3 professional references; 5) copies of transcripts .

References will be contacted in conjunction with on-campus interview. Official transcripts should be requested upon acceptance of the on-campus interview. Submit application materials to:

New Mexico Highlands University
Human Resources
Director of Information Technology Services
Box 9000
Las Vegas, NM 87701

Application materials may be sent via email to: jobs@nmhu.edu

For disabled access or services call 505-454-3242 or email hr@nmhu.edu
NEW MEXICO HIGHLANDS UNIVERSITY IS AN EEO EMPLOYER.

New Mexico Highlands University
Salary Structure
Fiscal Year 2015-16

Salary

Grade	Minimum	FY15/FY16 Target	FY14 Midpoint	FYIS Midpoint	Maximum
22	113,600	119,864	142,000	144,414	170,400
21	97,600	102,981	122,000	124,074	146,400
20	84,000	88,632	105,000	106,785	126,000
19	72,000	75,970	90,000	91,530	108,000
18	62,800	66,263	78,500	79,835	94,200
17	55,200	58,244	69,000	70,173	82,800
16	48,800	51,491	61,000	62,037	73,200
15	43,200	45,582	54,000	54,918	64,800
14	37,600	39,673	47,000	47,799	56,400
13	32,800	34,609	41,000	41,697	49,200
12	29,200	30,810	36,500	37,121	43,800
11	25,600	27,012	32,000	32,544	38,400
10	22,400	23,635	28,000	28,476	33,600
9	20,000	21,103	25,000	25,425	30,000
8	18,400	19,415	23,000	23,391	27,600

Hourly

Grade	Minimum	FYIS/16 Target	FY14 Midpoint	FYIS Midpoint	Maximum
22	54.62	57.63	68.27	69.43	81.92
21	46.92	49.51	58.65	59.65	70.38
20	40.38	42.61	50.48	51.34	60.58
19	34.62	36.52	43.27	44.00	51.92
18	30.19	31.86	37.74	38.38	45.29
17	26.54	28.00	33.17	33.74	39.81
16	23.46	24.76	29.33	29.83	35.19
15	20.77	21.91	25.96	26.40	31.15
14	18.08	19.07	22.60	22.98	27.12
13	15.77	16.64	19.71	20.05	23.65
12	14.04	14.81	17.55	17.85	21.06
11	12.31	12.99	15.38	15.65	18.46
10	10.77	11.36	13.46	13.69	16.15
9	9.62	10.15	12.02	12.22	14.42
8	8.85	9.33	11.06	11.25	13.27