

ILISAGVIK COLLEGE
-EXTERNAL JOB ANNOUNCEMENT -
Posting Date: February 13, 2017
Closing Date: Until Filled

POSITION: Information Services Manager
LOCATION: Barrow, Alaska
REPORTS TO: Director of Operations
WORK SCHEDULE: Monday through Friday. 8:30a.m. to 5:00p.m.
COMPENSATION: \$104,003.43 DOE + Benefits Exempt Position

JOB DESCRIPTION: Oversees the planning, design, implementation and maintenance of all College data and telecommunications infrastructure; Serves as the Information Security Officer (ISO) and is responsible for creating implementing and maintaining the College's Information Security Plan. The ISO duties also include acting as the HIPAA Security Officer and primary IT contact for the College's network, infrastructure and security systems both internally and externally; Recommends system software and service vendors for network infrastructure in order to provide the highest level of stability of services to the organization; Reviews and makes recommendations to the Executive Management Team on how to shape the technology environment to best serve the College's teaching, service, business and student learning/living needs; Installs new software releases, system upgrades; Evaluates and installs patches, and resolves software related problems; Manages the delivery of IS services and support; Supervises and is accountable for the network design, security, documentation and implementation of the network and telecom PBX operations; Works with vendors as necessary to bring efficiency and expertise to network systems, telecom and security; Manages ongoing upgrades of network servers, enterprise applications and network infrastructure; Serves as a technical resource in assessing systems, processes, and projects to ensure compliance requirements and security requirements are met; Develops budget estimates for hardware/software of the infrastructure system, and provide input for the annual budget for the Information Technology department; Responsible for staff management, performance reviews, establishment of annual goals and objectives; Advises the Director of Operations regarding staffing activities and maintains job descriptions for subordinate staff; Performs incident escalation management of critical client problems resulting from issues with service delivery; Develops standard operating procedures, conducts regular security/risk assessments and internal security audits to identify gaps between policy, standards and current practices and procedures; and generates remediation action plans.

REQUIRED (EDUCATION/SPECIAL SKILLS/TRAINING): Associate's degree or equivalent in Information Technology [IT] or related field; Five plus years of related experience within IT; Demonstrated organizational and project management skills; Two years demonstrated professional supervisory experience; Demonstrated knowledge of HIPAA and FERPA federal regulations; Experience with current industry technologies, Windows 2008 Server operations, VoIP telecommunication technologies and the operations and maintenance of VMWare; Knowledge of basic SQL operations (database backup and restore), network management systems and protocols (TCP/IP, DNS, Active Directory, DHCP, SSH, SNMP, LAN, WAN etc.), Cisco network core to edge: switches, controllers, as well as firewalls, and VPN solutions; Current industry standard certifications such as: MCSE, CCNA, excellent customer service skills (with internal and external entities); Strong analytical and problem solving skills are required to work directly with customers and vendors to understand and resolve functional/technical issues; Excellent leadership skills and proven ability to set direction and define strategy for the Infrastructure organization are needed for the position of Manager of Information Services; Demonstrated ability to work effectively in a multicultural environment; Ability to travel periodically; Ability to pass a pre-employment background check; Experience providing on call networking and computer services; Demonstrated experience and knowledge of computer applications. Good oral, written, and interpersonal communication skills; Demonstrated ability to interact effectively in a multicultural environment, including working with various cultural organizations; Demonstrated stable employment history; Demonstrated ability to maintain confidentiality; and valid driver's license.

PREFERRED (EDUCATION/SPECIAL SKILLS/TRAINING): Bachelor's degree or equivalent in IT or related field; Current Cisco and MCDDBA certification; Demonstrated technology analysis skill; HIPAA Security Officer experience and/or training; Demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; North Slope Borough [NSB] institutions and organizations; Iñupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; and ability to interpret and represent College actions and Western institutions to the NSB community.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; While performing the duties of this job, the employee is required to sit, stand, walk, use hands to finger, handle or feel objects, tools, controls, and reach with hands and arms; The employee is frequently required to stoop, kneel, crouch, or crawl and talk and hear; The employee is occasionally required to climb or balance, and may occasionally drive a vehicle; The employee must be able to lift and/or move up to

SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:

ILISAGVIK COLLEGE P.O. BOX 749 Barrow, Alaska 99723

ATTN: Human Resources Fax: [907] 852-3936

[Application may be downloaded via <http://www.ilisagvik.edu> or contact jobs@ilisagvik.edu]

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40 pounds; and Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS: The environmental conditions described here are representative of those an employee encounters while performing the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; and the employee is regularly required to work indoors with a usually moderate noise level in the work environment.

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