JOB DESCRIPTION

Position Title: Director of Computer Information Systems/Cybersecurity

Division: Business and Technology

Employment Category: Exempt Staff

Primary Location: District-wide
Based at the Downtown Center

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-Time; 12 Months

Pay Grade: EX15

Position Summary: The Director of Computer Information Systems (CIS) / Cybersecurity provides district wide direction and leadership to the CIS and Cybersecurity programs. Develops, implements, evaluates and maintains the CIS and Cybersecurity programs in accordance with the appropriate accreditation and certification regulatory agencies and college standards. Cultivates relationships with local, state, regional and national CIS and Cybersecurity professionals, organizations and policy makers. Manages course schedules and strategic plans for the CIS and Cybersecurity programs. Teaches courses for CIS and Cybersecurity.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Provides ongoing program, course and lab evaluation for effectiveness in collaboration with full-time faculty, and helps implement changes as necessary to maintain successful CIS and Cybersecurity programs. Ensures that the CIS and Cybersecurity programs and courses meet both college and regulatory agency (NSA, HLC, etc.) requirements and standards. Applies and maintains standards of quality operating methods, processes, systems, and procedures. Provides guidance and direction, in conjunction with the division administrators and full-time faculty, concerning all CIS and Cybersecurity course schedules

Serves as the liaison with state, industry, educational and governmental CIS and Cybersecurity professionals and programs; represents the college and the programs at meetings, conferences and seminars; participates in professional organizations; represents the college and the program for all accrediting and certification related responsibilities. Shares and integrates knowledge of industry trends and professional training to continuously improve program quality

Assists the dean with developing and maintaining both short-term and long-term budgets for the CIS and Cybersecurity programs. Oversees the operational aspects of the CIS and Cybersecurity programs, including labs

Manages the maintenance, troubleshooting, and building of hardware and software necessary for the successful deployment of all CIS and Cybersecurity courses including a Virtual Learning Environment (VLE). Participates in preparing grant and program proposals and managing grants received

Directs and supervises the work of part-time staff and student workers within the CIS and Cybersecurity programs

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Teaches two CIS and/or Cybersecurity courses and associated labs Fall and Spring semester, typically to include the capstone course. Maintains written instructional standards; facilitates instruction using alternative delivery methods as needed; informs students in writing of instructional standards; posts and maintains office hours; participates in the assessment of student learning outcomes; establishes, maintains and submits accurate student and instructional records in a timely manner

Participates in department, division and college meetings; serves on college committees as assigned. Participates as an advisor for CIS and Cybersecurity student organizations, clubs, competitions and other student related activity

Participates in the recruitment of prospective CIS and Cybersecurity students; participates in strengthening relationships with external stakeholders such as industry partners; participates in the organization of department and program advisory council meetings

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:
Bachelor's degree in CIS, Cybersecurity, or related discipline from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education
Two years' related professional experience
Two years' successful teaching experience, preferably at a community college
Demonstrated leadership experience
Experience with virtual learning environments

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Preferred Qualifications:
Master's degree in CIS, Cybersecurity, or related discipline from a regionally accredited institution of higher learning recognized by the US Department of Education
Five years related professional experience
Experience with NSA CAE-CD certification/recertification
Experience teaching using alternative delivery methods is desired
Experience with use of technology in lecture and lab settings is preferred

Knowledge, Skills and Abilities:
Knowledge of and ability to follow college policies and procedures
Knowledge of trends, developments, new technologies affecting the CIS and Cybersecurity programs
Knowledge of computer networking concepts and protocols, and network security methodologies
Knowledge of network protection components (e.g., Firewalls, VPNs, network intrusion detection systems), network and OS hardening techniques. (e.g., remove unnecessary services, password policies, network segmentation, enable logging, least privilege, etc.), and network analysis tools (e.g. fuzzing, nmap, etc.)
Knowledge of risk management processes (e.g., methods for assessing and mitigating risk)
Knowledge of virtualization technologies and virtual machine development and maintenance
Knowledge of curriculum and program development

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Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Skill in using virtual machines and in configuring and utilizing software-based computer protection tools (e.g., firewalls, antivirus software, anti-spyware)

Skill in communicating with all levels of management including governing board members (e.g., interpersonal skills, approachability, effective listening skills, appropriate use of style and language for the audience)

Skill in instructing students from diverse cultures and/or backgrounds

Skill in using authentic assessment to evaluate students' needs and progress

Skill in integrating technology into curriculum and other educational services

Ability to organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Work Environment: Work is primarily performed under general supervision. Incumbent generally performs work in a typical classroom or laboratory setting with appropriate climate controls and includes exposure to mechanical and chemical hazards.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate and exposure to biological and chemical hazards.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports to: Dean of Business, Career and Technical Education

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.