**Title of Position:** Director of IT Application Services  
**Preparation Date:** July 2023

**Function of Position**  
This position is responsible to the Assistant Vice-President for Information Technology Services and Chief Information Officer (CIO) for the leadership, vision, implementation, training, and support of the College’s administrative systems. Consistent with the College’s goals and objectives, this position works to implement procedures and projects that promote the effective use of purchased and internally developed technology solutions that ensure technical architecture standards are met and interoperability maintained. Serves as Database Administrator providing leadership in maintaining security, performance, and proper operation of enterprise systems. To accomplish these tasks, this position provides technical leadership for and manages the technical work and training of the other members of the applications team.

**Principal Duties and Responsibilities**

1. Provide visionary leadership to the applications team providing research, recommendations, planning, and implementation of enterprise application solutions to support the College. Provide guidance, work direction, and assign tasks to members of the applications team. Review PTO transactions, correspondence, etc. Participates in developing team goals and objectives. Encourages the ongoing development of the applications staff, and conducts annual performance appraisals (30%)

2. Works with the CIO and other members of the applications team to provide a clear technology vision for application management including strategic resourcing, architectural planning, and implementation of new enterprise systems. Serves as campus facilitator for educational sessions related to enterprise application systems. (20%)

3. Maintain production, development, and test environments for administrative systems, critical databases, and web applications. Ensure that maintenance, upgrades, and modifications are properly planned, documented, scheduled, and communicated to end users. (10%)

4. Provide project leadership, and work direction for the other members of the application team in order to ensure client needs are met and architectural integrity is maintained. (10%)

5. Responsible for the operation and maintenance of database management systems (DBMS), including defining the data structure design, back-up, and security for databases. Monitor to ensure compliance. (10%)

6. Assist the CIO in performing cost benefit analysis to determine whether requirements are best met by manual, software, or hardware functions, making maximum use of commercial off the shelf or already developed components. Works with the CIO to help negotiate vendor contracts and maintains vendor relationships for the applications computing environment. (5%)

7. Serve as a problem resolution resource for ITS, especially in the most complex troubleshooting and problem-solving situations. (10%)

8. Work closely with the Director of IT Infrastructure Services and Director of IT Desktop Services to ensure effective communication between these ITS units and to coordinate project activities effectively. (5%)

9. Perform other related duties as assigned.

**Supervision**  
Employee is expected to demonstrate initiative and pursue completion of all objectives set forth by supervisor, planning and prioritizing their own work and resolving unusual cases in consultation with their supervisor.
Schedule:
Regular working schedule for this position is 8:00am to 4:30pm Monday-Friday. After successful onboarding is complete, the schedule is flexible allowing different start/end times with the possibility of 4 x 10 hour days or up to 2 days a week of remote work with the expectation to live within a commutable distance.

Minimum Qualifications
Bachelor’s degree in Computer Science or related field with 5 years of technical experience or Associates Degree with 10 years of technical experience. Three years experience managing SQL database systems. Five years experience in application systems development including web-based applications. Demonstrated leadership and personnel management skills. Ability to effectively manage multiple tasks, duties, and responsibilities while working both independently and with a team Excellent interpersonal relation and communication skills to consult effectively with faculty and staff in a customer-focused manner. Highly self-motivated with strong planning, organizational and time management skills. Experience with Jenzabar in a Higher Education environment preferred.

Application Procedure:
Send a letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until the position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.