

Director of Information Technology Business and Services

*This position opens on **July 1, 2021** and closes **August 1, 2021**.
Application screening will occur on **July 15, 2021**, and **August 2, 2021**.*

In alignment with our [Strategic Call to Action](#), the Department of Information Technology advances teaching and learning in the Howard County Public School System (HCPSS) by partnering with stakeholders to provide secure, sustainable, and reliable information and technology services and solutions through proactive planning and fiscally responsible practices.

We are seeking a highly effective leader with comprehensive experience using multiple project management methodologies such as Agile, Waterfall, Scrum, Kanban, Critical Path Method, ITIL, Rapid Applications Development, and Six Sigma. The ideal candidate for this position possesses analytical thinking skills and the ability to quickly solve problems and recommend solutions. You handle multiple, complex projects successfully and expertly prioritize ongoing and new work assignments. You communicate in a succinct and compelling manner because of your ability to seek and synthesize information, and you develop strong, positive working relationships to be seen as a highly credible representative of the Department of Information Technology. Flexible and adaptable, you demonstrate outstanding organization, tracking, and documentation skills as well as maintain a customer-service orientation and focus on achieving quality results that exceed customer expectations.

To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the direction of the Executive Director of Information Technology (IT), the Director of Information Technology Business and Services is responsible for the planning, execution and delivery, and oversight of a portfolio of technology related projects, tasks, and initiatives across HCPSS on time and within scope and budget. The Director will oversee offices and responsibilities including but not limited to the IT Business Office, Project Management, Asset Management, and Technology Training and Support (Help Desk).

ESSENTIAL POSITION RESPONSIBILITIES

- Develops and maintains a strategic project planning environment that ensures accountability, consistency, and high-quality services. Cultivates project management methodology and establishes processes for scoping, pricing, delivering, and tracking IT projects.
- Oversees IT business, budgets, processes, assets, and resources as well as manages vendors and contracts.
- Develops and maintains partnerships with IT, schools, and administrative and curricular departments to develop solutions and track programs, initiatives, and progress across the IT project portfolio.
- Serves as a liaison between project teams and other functional areas of the organization and stakeholders.
- Leads key initiatives, manages stakeholders' expectations, and ensures projects are completed on time, within budget and scope, and consistent with established standards.

- Provides analysis, risk mitigation, status reports, and metrics to stakeholders and senior management.
- Establishes, maintains, and manages relationships with internal and external stakeholders and vendor partnerships related to IT products and services to ensure compliance with the terms, conditions, and specifications of the contracts and resolves disputes to the satisfaction of HCPSS.
- Participates in Board of Education meetings, budget meetings, and other related meetings as needed, outside of the core business hours.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education:

- Bachelor's degree, or higher, from an accredited college or university in information technology, business administration, project management, or a related field.

Experience:

- Ten (10) years of project management experience managing technical enterprise programs, project portfolios, and small to large individual projects.
- Three (3) years of experience running a PMO organization with a proven history of delivering on-time/budget, large-scale, complex software implementations.

PREFERRED QUALIFICATIONS

- PMP, CSM, CSSBB, CompTIA Project+, PRINCE2, ITIL, or related project management certification
- Experience working in a PreK-12, college, or university setting demonstrating knowledge of educational technology systems, ERP, and/or enterprise cloud applications.
- Knowledge of infrastructure technology (i.e., Network, server, desktops, laptops, telecommunication, field services, asset management and AV services.)
- Knowledge of CIPA, FERPA, and HIPAA regulations.

EMPLOYMENT INFORMATION

This is a full-time position in the Non-Certificated Supervisory employee unit. The current salary range for this position is Group I, \$122,412 - \$178,331. Salary placement will be in conjunction with salary procedures of the Howard County Public School System which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION REQUIREMENTS

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, and transcripts) required to verify that you meet the minimum qualifications.

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications for degrees earned from foreign institutions.

Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

For questions regarding this vacancy, please contact:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
(410) 313-6689
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Equal Opportunity Employer

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.