

# WVNET

## POSITION ANNOUNCEMENT

The position serves as the head of the West Virginia Network (WVNET), located at 837 Chestnut Ridge Road, Morgantown, WV 26505.

**Date:** July 3, 2019

**Position Title:** Director

**Classification:** Non-Classified, FLSA Exempt

### **Duties and responsibilities**

The West Virginia Network, or “WV NET,” is the state’s premier educational technology services organization, providing computer networking, software, database and cybersecurity expertise for public schools, libraries, colleges and universities throughout West Virginia for more than 40 years. Founded in 1975, WVNET is the oldest statewide regional education network in the country.

The director oversees the agency’s budget, personnel, strategic planning and policy development and serves as an advisor to the state higher education central office on education technology, distance learning and information systems. The director also sets WVNET’s priorities based on customer, agency and statewide higher education goals. The director reports directly to the Executive Vice Chancellor of Administration of the West Virginia Higher Education Policy Commission at the state capital in Charleston, West Virginia.

Responsibilities include serving as the team leader, conducting staff meetings and working with the WVNET managers to delegate assignments. The director will regularly communicate with vendors, state agencies, public schools, libraries, higher education leaders and other customers about their existing services and opportunities to grow and improve WVNET’s product offerings and support.

The director will be on call and maintain knowledge and oversight of major WVNET activities, including critical, 24-hour data center and system networking operations which require immediate decision-making and support from the top manager to control and prevent crisis situations. The director also will create, review and approve personnel hiring, agency policies, procedures, contracts and serve as the chancellor’s designee on selected boards and committees.

A successful candidate for director will have the history of and ability to keep up to date on developments in higher education and information technology. The director will keep abreast of state-of-the-art technical, human services, and management; share pertinent information

with staff and customers and communicate items of interest to fellow staff members, the agency's oversight committee members, and technicians and vendors, where appropriate.

The director will perform administrative duties related to overseeing a dynamic and evolving state agency, including approving major purchases and employee leave schedules. As the team leader, the director also will coordinate project management and review the electronic problem management system, agency progress reviews, as well as counsel and appraise subordinates.

The director will stay on top of the latest higher education technology trends and introduce new systems, methodologies, and techniques that save money and effort to WVNET, the Higher Education Policy Commission and customers across West Virginia. This includes evaluating vendors, researching current literature and technical journals, and maintaining a high level of expertise in computer center management and performance evaluation methods. The director is expected to be a statewide expert in information technology, online course delivery, student database management and networking.

The director will consult the management team to develop and oversee the WVNET budget process, seeking ways to generate revenue while maintaining high levels of customer service and affordability for the local and state agency and education markets.

An ideal candidate will have the ability to translate information of a technical nature to a broad audience and should have strong analytical, writing and public speaking skills to support their mission.

**Education/Certifications:** Minimum of a master's degree in information technology, computer science, software engineering, network engineering or a related educational field. Additional licenses or related certifications are a plus. Candidates with advanced degrees in other fields may be considered with appropriate information technology experience.

**Required Skills:**

- Broad and practical understanding of information technology with an emphasis in public and higher education.
- Ability to develop and implement strategic planning, organizational goals and sound management principles.
- Ability to manage diverse and multi-functional technology and software systems and customers across political subdivisions, state agencies and education institutions.
- Ability to respond quickly and effectively to changing situations, and to balance conflicting priorities.
- Excellent analytical, organizational, supervisory, reasoning, and problem-solving skills.
- Strong communication and personnel management skills.

- Ability to develop an inclusive, dynamic and diverse workforce that supports the agency and HEPC mission and represents the customers WVNET serves.

**Experience:** Ten (10) years of supervisory and large department or agency management experience required.

**Knowledge, skills, and abilities (KSA's):**

- Problems encountered are extremely complicated and require considerable resourcefulness and originality.
- Strong listening and reasoning skills to support problem-solving and conflict resolution among customers, employees and supervisors.
- Long-range, strategic planning to set and attain desired goals.
- Advanced analysis which requires the employee to solve unusual and complex problems, gathering information from a variety of sources.

The director will perform within the bounds of established policies and procedures of the West Virginia Higher Education Policy Commission and WVNET.

**Salary:**

Starting salary is competitive and commensurate with experience. Additionally, WVNET offers an excellent benefits package which includes comprehensive health, retirement, and insurance plans as well as generous vacation, sick and holiday leave.

**Closing date: July 31, 2019**

**Application process:**

Submit a cover letter and resume via e-mail to the Higher Education Policy Commission, [hepc.hr@wvhepc.edu](mailto:hepc.hr@wvhepc.edu), with the words, "WVNET Director" in the subject line.