



Employment Opportunity

The Management Council of the Ohio Education Computer Network

Seeks: Director of INFOhio

Effective: February 26, 2020

Application Deadline: March 27, 2020 at 4:00 pm

The Management Council of the Ohio Education Computer Network seeks an innovative and enthusiastic individual to lead INFOhio, Ohio's PreK-12 Digital Library, which delivers instructional, technical and library services to over 4,600 PreK-12 schools and support agencies in Ohio. INFOhio is a division of the Management Council which is governed by a Board of Trustees representing all 18 Information Technology Centers (ITCs). The INFOhio Advisory Board (IAB) is a program board that provides input to the INFOhio Director as guidance for delivering products and services designed to assist districts as they strive to improve student learning.

Desired Qualifications:

- American Library Association (ALA) accredited MLS preferred or equivalent advanced degree, such as M.Ed.
- Five years of successful administrative leadership experience and organizational, planning, strategic, and financial management skills, with demonstrated commitment to providing highly responsive public service
- Ability to establish and monitor: budgeting, management, workforce planning, public relations, human relations, advocacy, organizational policies and procedures, business, education, library science, and technology
- Professional experience in PreK-12 education, library operation/automation, and information technology integration
- Demonstrated success in designing and implementing innovative programs and services that advance organizational goals in a dynamic environment
- Collaborative and transparent decision-making
- Ability to foster positive working relationships and motivate others
- Excellent ability to communicate clearly, knowledgeably and personably, verbally, in writing, and in presentations
- Experience in leading a team of professionals both face-to-face and through virtual environments

Primary Functions Include:

- Builds, articulates and champions the shared vision, mission and values of INFOhio and the Management Council
- Sets INFOhio strategic direction with program advisory board and determines ongoing development of services with staff, ITC providers and statewide user groups
- Directs program assessment, planning, communication, implementation, and advocacy efforts
- Researches, recommends, and pursues future funding models to secure capacity and sustainability
- Creates, maintains and strengthens strategic partnerships with state agencies and vendors
- Collaboratively negotiates contracts for all licensed software and resource databases and oversees all vendor relations
- Regularly participates as an active and visible leader in state and national professional organizations for library information, educational technology, and digital learning.

Successful candidate may be based in Columbus, Ohio while also being able to work remotely. The ability to drive and travel throughout Ohio will be required. The ideal candidate possesses a willingness to learn; has high energy, forward thinking, strong problem solving and critical thinking skills; has good organization and time management skills; can work both independently and collaboratively with team members; is attentive to detail, exhibits professional conduct and has excellent written and verbal communication skills.

This full-time position includes an excellent benefits package along with a salary commensurate with education, experience and the successful candidate's potential for excellence. Start date negotiable between June and August.

The position description is below and is available on www.mcoecn.org careers site while this opportunity is open. Interested professionals should submit a cover letter and current resume by the posting deadline to: Greg Buddelmeyer (HR@managementcouncil.org).

The Management Council reserves the right to not fill or to repost the position if a successful candidate is not found. Every consideration will be given to underrepresented and nontraditional candidates. The Management Council does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, military status, ancestry, genetic information or any other legally protected category in its employment decisions.

About the Management Council and the Ohio Education Computer Network

Ohio's Information Technology Centers (ITCs) work together through a statewide network known as the Ohio Education Computer Network (OECN). The Management Council represents and supports the collaborative efforts of the OECN, which implements a broad spectrum of academic and administrative technologies across Ohio's PreK-12 education system. While the ITCs and the Management Council are the key components of the OECN, other organizations collaborate in the OECN, including the Ohio Department of Education and OARnet. Ohio district and school customers are the primary beneficiaries of the system of services and support from organizations of the OECN.



Job Description
Director of INFOhio
Management Council of Ohio Education Computer Network

Reports To: Chief Executive Officer of the Management Council of the OECN

Overview: Working in cooperation with the CEO of the Management Council, the INFOhio Director is responsible to build, articulate and champion the shared vision, mission and values of INFOhio within the context of ODE funding and aligned with the mission and vision of the Management Council. The Director works with a program advisory board, relevant stakeholders, other MC Senior staff members, and valued partners to develop and implement plans that advance INFOhio program priorities and initiatives. The Director leads ongoing development and delivery of all INFOhio programs, resources, and services to Ohio PreK-12 students, educators and parents, coordinating with other resources within the Management Council where appropriate. The Director also has responsibility for the operation of INFOhio digital tools and resources, INFOhio professional development for PreK-12 educators, and school library automation services. The Director manages all assigned staff through face-to-face and virtual environments.

Specific Duties:

1. Effectively operates as a direct report to the CEO and a member of the Senior Staff, sharing responsibility for leading Management Council initiatives.
2. In collaboration with CEO, directs planning, delivery, assessment, and continuous improvement of INFOhio programs and services, including advocacy for program stability.
3. Communicates effectively with CEO regarding progress and concerns on all significant INFOhio programs, finances, and initiatives.
4. Researches, recommends, and pursues financial support for INFOhio programs and services from multiple funding sources.
5. Manages and evaluates the staff, budget, and assets to accomplish programs and projects of the organization and seeks external funding for projects as appropriate.
6. In collaboration with the CFO, negotiates contracts for all licensed software and resource databases; oversees all vendor relations.
7. Identifies, develops, and maintains strong partnerships with various library and education agencies and nonprofit organizations.
8. Works with INFOhio Advisory Board seeking input, developing initiatives, and soliciting support for INFOhio initiatives.
9. Regularly participates as an active and visible leader in statewide professional organizations for library information, educational technology, and digital learning.
10. Actively encourages the achievement of INFOhio initiatives and goals.
11. Accepts responsibility for INFOhio direction, decisions and oversight.
12. Keeps current with relevant best practices and trends, acquiring new knowledge and skills to meet changing demands.
13. Skillfully manages individual and group interactions across the structure of the INFOhio staff
14. Builds consensus, addresses difficult situations and intervenes to resolve conflicts among the INFOhio staff.

15. Communicates verbally and in writing with accuracy, efficacy, and effectiveness.
16. Completes high quality work with accuracy, efficacy, and effectiveness, in a timely manner, meeting required deadlines.
17. Works with others in a positive, productive manner, contributing to the achievement of team and organization goals.
18. Analyzes and solves problems within realistic time frames.
19. Works independently and collaboratively in virtual environments.
20. Respects privacy, maintains confidentiality of privileged and sensitive information.
21. Follows requirements for professional development as established for the Management Council.
22. Remains free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment with the Management Council.
23. Demonstrates professional ethical behavior and serves as an appropriate representative of the Management Council. Adheres to all the rules and regulations of the Management Council and the State of Ohio.
24. Perform such other relevant duties as may be assigned by the Chief Executive Officer.

Typical Performance Measures:

1. Performance of job duties in a consistently high manner.
2. Active participation in team meetings, professional development, and other collaborative activities.
3. Demonstrated willingness to provide skills, expertise, and experience in support of team members and Management Council staff.
4. Volunteers to lead or serve on projects of the Management Council or ITCs.
5. Displays a positive attitude and is considerate and professional in sharing ideas and discussing ideas proposed by others.
6. Meets or exceeds any standard benchmarks available for evaluation of performance.

Qualifications:

1. Outstanding leadership, organizational, planning, and project management skills with demonstrated commitment to providing highly responsive public service.
2. Substantial background and professional experience in PreK-12 education. Information technology integration, library automation, and school library experience preferred.
3. Relevant graduate degree(s), such as M.Ed or American Library Association (ALA) accredited MLS.
4. Demonstrated success in designing and implementing innovative programs and services that advance organizational goals.
5. Experience in leading groups and projects from vision to implementation, including strategic analysis and process improvement through comprehensive evaluation analytics using data, metrics, and KPIs (key performance indicators).
6. Successful experience managing teams of educators or technical educators.
7. Broad range of curriculum knowledge and understanding of the Ohio PK-12 environment and issues.
8. Ability to collaborate on a broad level to establish partnerships that link INFOhio to district, regional, statewide, and national educational initiatives.
9. Ability to establish and monitor: budgeting, management, workforce planning, public relations, human relations, advocacy, organizational policies and procedures, business, education, library science, technology.
10. Excellent ability to communicate clearly, knowledgeably and personably, verbally, in writing, and in presentations.
11. Ability to drive and travel throughout Ohio.

Position Status:

1. This has been determined to be an exempt position under the Fair Labor Standards Act.
2. This is a 12-month position and is evaluated annually.