



K-State Research and Extension and Department of Agricultural Economics K-MAR-105 Association

TITLE: Director of Systems and Programming, K-MAR-105 Association

This position is an appointment of K-State Research and Extension through the Department of Agricultural Economics. Funding for the position is provided within existing resources and grant funds. This is a term appointment contingent on continuing availability of funding and the need for these services.

LOCATION: Manhattan, Kansas

APPLICATION AND STARTING DATE: The starting date for this position is on or after May 1, 2010. Screening of applications will begin on March 16, 2010 and will continue until the position is filled. To apply, please submit a cover letter, resume, three reference letters, and all official university transcripts.

RESPONSIBILITIES: The K-MAR-105 Association (Kansas – Management, Analysis and Research for 105 counties) is a not-for-profit education corporation associated with the Department of Agricultural Economics at Kansas State University, K-State Research and Extension, and the Kansas Farm Management Association Program (KFMA). KMAR has provided data storage and retrieval, financial accounting systems and financial performance analysis to agricultural producers and for university research since 1968. To accomplish this, the KMAR staff work together with the twelve offices of the six KFMA associations located across Kansas.

The role of the Director of Systems and Programming will be to provide vision and leadership for continued development and implementation of information technology solutions for agriculture, with a focus on service quality and cost effectiveness. This individual will be responsible for managing all day-to-day operations and for coordinating the strategic and operational planning for the organization. This position will report directly to the K-MAR-105 Executive Director and the K-MAR-105 Board of Directors.

Specific responsibilities of the Director of Systems and Programming include:

- Develop and maintain strategic information technology plans, prepare budgets, and monitor and evaluate systems performance and operating costs.
- Analyze current KMAR information technology systems; identify gaps between current systems and program needs; plan, design and implement improved systems where needed.
- Identify opportunities to improve KMAR client programs and services and to refine KMAR business processes. Diagnose and resolve problems reported by clients.
- Develop policies and operating principles to utilize emerging technologies and guide technology purchase decisions.
- Implement policies and procedures to maintain data security; protect the reliability, integrity, availability and functionality of the KMAR systems and KFMA databank; identify risks and security needs.
- Write and maintain program documentation.
- Coordinate development of the KMAR budget along with the Executive Director and Board of Directors.
- Oversee day-to-day operations of accounting; client services; vendor relations and contracts; and project management.
- Manage staff assignments, performance appraisals and professional development to support business needs.

KNOWLEDGE AND SKILLS:

Required—

- Excellent written and verbal communication skills with both technical and non-technical professionals.
- Experience in management and leadership, including personnel supervision.
- Background in software development, database design and systems administration.
- Experience with web/internet tools and technologies.

Preferred—

- Knowledge of COBOL, Delphi, and scripting languages.
- Demonstrated ability in network administration and systems security.
- Experience with Windows Server technology and Relational Data Base Management Systems (RDBMS) such as MS-Access and MS-SQL Server and related technologies.
- Experience providing technical support to multiple remote sites.
- Experience providing technology solutions for agriculture.

EDUCATION AND WORK EXPERIENCE:

- Bachelor's degree in Management Information Systems, Computer Science, Engineering or related field.
- At least five years of experience in an information technology environment including at least two years with management responsibilities.

SALARY: Commensurate with training and experience.

BENEFITS: This is a non-tenure track unclassified position in the Department of Agricultural Economics, Kansas State University, and has all benefits of University faculty, including group insurance, tax sheltered annuities, KSU Federal Credit Union privileges, liability coverage, use of University facilities, and the opportunity to purchase faculty tickets for athletic and other events. For additional information on benefits, see www.k-state.edu/hr/benefits.

HOW TO APPLY:

Send cover letter, resume, and official transcripts; and, arrange for three letters of reference to be sent to:

Dr. David Lambert, Department Head
Kansas State University
Department of Agricultural Economics
342 Waters Hall
Manhattan, KS 66506-4000
(785) 532-6702 FAX: (785) 532-6925

If selected for the position, the applicant will grant permission to Kansas State University's Human Resources Department for a background check to be completed. Employment will be contingent upon the results of those findings.

FOR MORE INFORMATION: Contact Kevin Herbel, KFMA Program Administrator/Executive Director K-MAR-105 Association. Office: (785) 532-1513; Cell: (785)532-8706; or, e-mail: kherbel@ksu.edu. The KFMA program website is www.agmanager.info/kfma. The K-MAR-105 Association website is www.kmar105.com.

EQUAL EMPLOYMENT OPPORTUNITY: Kansas State University is an affirmative action/equal opportunity employer committed to non-discrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, or other non-merit reasons (including employment of disabled veterans and veterans of the Vietnam era). **EEO Coordinator:** Stacey M. Warner, 121 Umberger Hall, Manhattan, KS 66506. EEO Counselor: Daryl D. Buchholz, 123 Umberger Hall, Manhattan, KS 66506.