



**COLONIAL BEHAVIORAL HEALTH**  
**invites applications for the position of:**

## **Director, Information Services**

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**SALARY:** Depends on Qualifications

**OPENING DATE:** 02/23/22

**CLOSING DATE:** Continuous

### **JOB DESCRIPTION:**

Position will lead Colonial Behavioral Health's Information Services Department. CBH has a strong reputation for forward-thinking planning and technological excellence within Virginia's publicly funded behavioral health system and is looking for an individual to sustain and build upon that reputation moving forward.

This is a senior management position that oversees and performs agency wide information system functions including system administration, design, analysis and programming, hardware and software purchase, installation and maintenance, training and reporting. The position provides strategic leadership to the entire agency, specializing in but not limited to the uses of information systems, information technology and resources to accomplish its mission. Work requires considerable ability to use independent judgment and strong technical knowledge, attention to detail and organization skills.

### **JOB DUTIES:**

- Analyzes agency information needs and designs, develops and implements information systems and information technology solutions in response to agency mission.
- Oversees information systems compliance with applicable regulatory requirements, including accreditation standards, and current practices and standards.
- Makes policy recommendations and develops agency information systems standards and procedures.
- Evaluates purchases, installs/oversees installation of and troubleshoots system hardware and software, application software, data cabling, telecommunications and related equipment.
- Prepares information system and information technology strategic plans.
- Prepares and manages information systems budgets.
- Develops and implements disaster recovery plans and procedures.
- Negotiates and reviews complex hardware and software contracts.
- Recruits, trains and retains qualified staff to support agency information systems.
- Serves as adviser to Leadership Team for information system and information technology.
- Oversees management of agency databases including Health Information.
- Oversees system hardware and software maintenance.
- Oversees systems backup and otherwise ensures system data integrity and security.
- Develops, implements, and oversees system security measures; serves as agency Security Officer.

- Oversees agency Internet use and implementations.
- Network Administrator for LAN/WAN.
- Oversees information systems training curriculum and scheduling for agency staff.
- Position may be required to work remotely as needed to meet agency business needs
- Maintains all computer and LAN hardware and software inventory.
- **Work Schedule**
- Monday through Friday 8:00 am to 5:00 pm, and as needed to fulfill job duties as an Exempt
- Employee in the Information Services Department. Job duties require and allow for a combination of onsite and remote work.

## **WORK SCHEDULE:**

Monday through Friday 8:00 am to 5:00 pm, and as needed to fulfill job duties as an Exempt Employee in the Information Services Department. Job duties require and allow for a combination of onsite and remote work.

## **QUALIFICATIONS (EEO):**

Bachelor's degree in Business or Computer Science, including extensive course work in Information Systems. Master's degree in appropriate technical or management field preferred. Extensive work experience in management information systems required. At least five (5) years' experience in managerial roles administering information system departments expected. Proof of COVID-19 vaccination required.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.colonialbh.org/careers.aspx>

Position #100045  
 DIRECTOR, INFORMATION SERVICES  
 CT

473 McLaws Circle  
 Williamsburg, VA 23185  
 (757) 253-4061

[HR@colonialbh.org](mailto:HR@colonialbh.org)

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### **Director, Information Services Supplemental Questionnaire**

- \* 1. What is your highest level degree in Business or Computer Science?
  - High School/GED
  - Associates Degree
  - Bachelor's Degree
  - Master's Degree
  - Doctorate Degree
  - N/A
- \* 2. Have you completed extensive course work in Information Systems?
  - Yes     No

- \* 3. Do you currently hold a CSA, MCSE, or similar certification?  
 Yes    No
  
- \* 4. How many years of experience do you have in managerial roles administering in the information system departments  
 0-1 year(s)  
 2-4 years  
 5-7 years  
 Greater than 7 years
  
- \* 5. Do you have prior Senior Management experience?  
 YES  
 NO
  
- \* 6. Please check all applicable areas that you have prior oversight of:  
 system administration design  
 analysis and programming  
 hardware and software purchase  
 Installation and maintenance, training and reporting  
 No Prior Experience
  
- \* 7. Do you have prior experience with developing and implementing information systems and information technology solutions ?  
 Yes    No
  
- \* 8. Do you have experience with preparing and managing information systems budgets?  
 Yes    No
  
- \* 9. Have you previously served as an agency's and/or organization's Network Administrator for LAN/WAN?  
 Yes    No
  
- \* 10. Please rate your level of experience with developing, implementing and oversight of System Security measures.  
 No Experience  
 Novice  
 Advanced  
 Expert
  
- \* 11. Do you have strong administrative knowledge of Windows 10/Windows 11?  
 Yes    No
  
- \* 12. Do you have strong working knowledge of current Windows Server operating systems?  
 Yes    No
  
- \* 13. Do you have experience administrating Microsoft System Center Configuration Manager  
 Yes    No
  
- \* 14. Do you have experience administrating Microsoft Active Directory on-premises and

Microsoft Azure Active Directory?

Yes  No

\* 15. Do you have experience administrating Microsoft 365?

Yes  No

\* 16. Do you have experience administrating an on-premises Microsoft Exchange Server?

Yes  No

\* 17. Do you have experience administrating Microsoft Exchange Admin Center?

Yes  No

\* 18. Do you have experience administrating Microsoft Remote Desktop Services?

Yes  No

\* 19. Do you have experience managing a VMware vSphere environment?

Yes  No

\* 20. Do you have experience managing a Cisco Catalyst environment?

Yes  No

\* 21. Do you have experience monitoring an SD-WAN VeloCloud environment?

Yes  No

\* 22. Do you have proof of COVID 19 vaccination?

Yes

No

\* Required Question