Title: Associate Director Information Technology

Pay Scale Group: 73 D

Essential Functions

Under general supervision from a designated administrator, provide leadership for the administrative and operational activities.

Characteristic Duties

Assist with the direction of an IT office or center with primary responsibilities for day to day operations and administrative management in which decisions and quality of execution have significant impact on internal and external relations;

Develop long-range plans and strategies to achieve unit, department and university goals for areas of responsibility, monitors and achievers established goals. Assist with program recommendation and communication;

Recommend, implement, and interpret internal rules, policies, procedures, controls, and manage processes to advance service levels; develop and implement responsive service programs;

Attend meetings on behalf of the director; consults with director on major policy changes affecting other departments; authority to grant exceptions; may function as the Director in his/her absence, as required;

Develop, implement and monitor assigned budgets; authority for function budget, revenue, and expense planning and approving expenditure; delegated signature authority for programs or functions within department or center;

Assist with administrative leadership and supervision to exempt and non-exempt staff; hire, orient, train, mentor and evaluate assigned staff; monitor and coordinate staff development and training programs;

Compile data required for internal and external reports and assessments; interpret and disseminate information, provide advice, assist in development of materials, deliver presentations, ensure that all programs and services comply with university, state and federal regulations;

Maintain collaborative relationships with departments/units; serve as liaison to the IT office. Maintain and stay abreast of trends in IT. Serve on various university, division and departmental committees, represent the department at various state and national associations;

Perform related duties as assigned.

Minimum Qualifications

Master's degree in Computer Science, Information Technology, Computer Engineering or relevant degree with four (4) years of experience; or a Bachelor's degree in Computer Science, Information Technology, Computer Engineering, with six (6) years of experience; or Associate's degree with eight (8) years of experience, or a combination of relevant education and ten (10) years of advanced level experience; experience must include at least three (3) years of supervisory
experience. Possesses broad and deep knowledge of own area and related areas and contributes thorough advanced knowledge, skill and expertise.