Title: Asst Director Information Technology I  Pay Scale Group: 71 B

Essential Functions

Under general supervision from a designated administrator, assist with oversight of day-to-day operations of an information technology small to mid-size unit or multi-units.

Characteristic Duties

Assist in the direction, coordination, and administration of an information technology area; responsible for assisting with resources and results;

Manage budget decisions;

Provide technology leadership and in-house consultant support to the university community; compile data as requested for internal and external reports and assessments; interpret and disseminate information, provide advice, recommend internal policies, procedures, and controls; assist with goal setting and assessing outcomes, deliver presentations, ensure that all programs and services comply with university, state and federal regulations.

Collaborate with executives and technology leaders in colleges and other administrative units;

Plan for continuously evolving technology services of higher quality and performance levels; assist with program recommendation and communication;

May serve on various committees and represent the university's Office of Information Technology at university, state, and national forums;

Participate in strategic planning activities;

Communication of appropriate information to staff related to department and University issues and activities;

Supervise staff; hire, orient, train, mentor and evaluate assigned staff; monitor and coordinate staff development and training programs; delegate project assignments;

Other related duties as assigned.

Minimum Qualifications

Master's degree in Computer Science, Information Technology, Computer Engineering or relevant degree with two (2) years of experience; or a Bachelor's degree in Computer Science, Information Technology, Computer Engineering, with four (4) years of experience; or Associate's degree with six (6) years of experience, or a combination of relevant education and eight (8) years of advanced level experience. Possesses broad and deep knowledge of own area and related areas and contributes thorough advanced knowledge, skill and expertise and demonstrates management potential.

Updated 4-6-15