Title: Asst Director Information Technology Sr

Essential Functions

Under general supervision from a designated administrator, assist with oversight of day-to-day operations of an information technology large and complex 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 expert level 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;

Serve as an expert resource to others; serve on committees and projects;

Other 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.