Title: Director, Information Technology

Essential Function

Under general supervision from a designated administrator, direct and manage the administrative and operational activities of a core information technology function.

Characteristic Duties

Ensure that the day-to-day operations of the unit are reliable, meet the needs of users, and support the university’s missions; develops computing standards;

Plan for continuously evolving technology services of higher quality and performance levels, which meet the needs of the user community; provide robust and cost-effective services to a complex and diverse community; execute those plans in a timely and cost efficient manner;

Oversee unit budget to ensure the delivery of quality services and ongoing renewal and development; manage within budget;

Provide senior technology leadership and in-house consultant support to the university community; collaborate with executives and technology leaders in the college and other administrative units so that the university’s services are coordinate, coherent, responsive, and contemporary;

Represent the university’s Office of Information Technology in university, state and national forums; solicit and respond to community concerns; provide creative and imaginative leadership;

Participate in the strategic planning activities; leads and directs the work of others;

Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.); delegate project assignments;

Perform related duties based on departmental need.

Minimum Qualifications

Master’s degree in Computer Science, Information Technology, Computer Engineering or relevant degree with five (5) years of experience; or a Bachelor’s degree in Computer Science, Information Technology, Computer Engineering, with seven (7) years of experience; or Associate’s degree with nine (9) years of experience, or a combination of relevant education and eleven (11) years of relevant experience. Experience must include at least three (3) years of supervision. Possesses broad and deep knowledge of own area and related areas and contributes through setting and/or implementing strategic direction.