Title: Director, Enterprise Communication  

Pay Scale Group: 22

**Essential Function**

Under general supervision from a designated administrator, direct and manage the administrative and operational activities of a major organizational unit within Office of Information Technology. Provide robust and cost-effective services to a complex and diverse community. Participate at a senior level in the activities of the larger unit and the university.

**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.
- Plan for continuously evolving technology services of higher quality and performance levels, which meet the needs of the user community. Execute those plans in a timely and cost efficient manner.
- Manage within budget. Oversee unit budget to ensure the delivery of quality services and ongoing renewal and development.
- Provide senior technology leadership and in-house consultant support to the university community. Collaborate with executives and technology leaders in the colleges 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 of the Office of Information Technology.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

**Minimum Qualifications**

- Bachelor’s degree with seven (7) years experience; -OR- Associate’s degree with nine (9) years experience; -OR- eleven (11) years experience. Degree must be in Information Technology, Computer Science, or related field with experience in providing information technology services. Experience must include at least three (3) years supervision.