Title: Director, Hoxworth Information Technology Services

Pay Scale Group: 21

Essential Function

Under general supervision from a designated administrator, direct and manage the administrative operational activities of the Hoxworth Blood Center Computer Operations department.

Characteristic Duties

- Develop and implement department technology plan in order to achieve departmental goals.
- Provide input and participate in strategic planning to ensure integration of department with university-wide plans and systems.
- Direct the installation and support of information technology tools and services for the unit.
- Coordinate with UCit area for support of central systems and technology access by user groups in the unit.
- Consult with users to assess, develop and implement resources to ensure the most effective use of technology.
- Serve as information technology consultant for the unit.
- Manage and oversee budgets for the computer operations.
- Represent the department in state, national, and university-wide forums.
- 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 Computer Science or related field. Experience must be in management of information services and technologies. Experience must include at least three (3) years supervision.

Last updated: March 2009

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