Title: Dir., Information Technology Services for Administration & Finance  Pay Scale Group: 21

Essential Function

Under general supervision from a designated administrator, responsible for implementing IT strategy and supporting all information technology services for the Administration & Finance division of the University.

Characteristic Duties

- Develop and implement department technology plan in order to achieve goals. Provide input to and participate in planning processes to ensure integration of department with division and University plans.
- Direct the installation and support of all divisional information technology tools and services for the areas assigned.
- Coordinate with UCit area for support of central systems and technology used by personnel in the division.
- Consult with users to assess, develop and implement resources for effective use of technology.
- Integrate technology tools and systems with University-wide systems.
- Manage budgets and other resources for the functional areas assigned.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Assign work; ensure proper workflow of the unit; act as lead worker.
- Perform related duties based on departmental need.

Minimum Qualifications

- Master’s degree with seven (7) years experience; -OR- Bachelor’s degree with nine (9) years experience; -OR- Associate degree with eleven (11) years experience; -OR- thirteen (13) years experience. Degree must be in Computer Science, Accounting, Finance or related field, with experience in management of information services and financial information technologies for a large, complex organization.