Classification Specification for Classified Service

Title:  IT Manager I  
Pay Scale Group:  71 A

Essential Function

Under general supervision from a designated administrator, provides supervision from a designed administrator, manages a team of IT professionals.

Characteristic Duties

Staff hiring, discipline and firing;
Delegation of work assignments;
Conducting annual performance assessments and feedback;
Providing input to salary recommendations;
Reviewing work and results for staff being managed;
Communication of appropriate information to staff related to department and University issues and activities;
May implement processes and procedures on how problems are identified, received, documented, distributed, and resolved;
Maximizes issue resolution in minimum time;
Evaluates new information systems products or services and suggests changes to existing products or service to better aid the end user;
Other related duties as assigned.

Minimum Qualifications

Bachelor’s degree in Computer Science, Information Technology, Computer Engineering, or related degree; -OR- an Associate’s degree with two (2) years’ experience ; or four (4) years of basic to intermediate level computer hardware related experience. Possesses working knowledge of commonly-used concepts, practices, and procedures and contributes through support, using established processes, methods, and systems.