Title: IT Manager II

Pay Scale Group: 71 B

Essential Function

Under general supervision from a designated administrator, provides supervision from a designated 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;

Serves as a seasoned and proficient manager;

Other related duties as assigned.

Minimum Qualifications

Bachelor’s degree in Computer Science, Information Technology, Computer Engineering, or related degree with two (2) years’ experience; OR an Associate’s degree with four (4) years’ experience; OR six (6) years of intermediate level related. Possesses a thorough understanding of commonly-used concepts, practices, and procedures and contributes through experience, collaboration and problem resolution.