IT BROADBAND CLASSIFICATION: IT DIRECTOR

JOBS TITLES: DIRECTOR OF INFORMATION TECHNOLOGY, ASSISTANT DIRECTOR OF INFORMATION TECHNOLOGY

PAY GRADES: 72, 73, 74

CLASS FUNCTION:
The primary focus for positions within this IT Broadband class is oversight of day-to-day operations of large scale unit or multi-units within an organization in support of the university’s mission. Provide robust and cost-effective services to a complex and diverse community. Oversee unit budget to ensure the delivery of quality services and ongoing renewal and development.

Within this IT Broadband class a full continuum of IT complexity and competency knowledge is represented and participates at a senior level in the activities of a larger unit and the university.

TYPICAL DUTIES:
The following are typical activities of positions in the Assistant Director and Director IT Broadband class. Actual functions performed will differ from position to position and will be determined by specific unit assignment. A position in this IT Broadband class has the majority of its ongoing work assignments in one or more of the following functions:

- Staff hiring, discipline and termination
- Delegation of project assignments
- Conducting and reviewing annual staff performance assessments and feedback
- Providing salary recommendations
- Managing budget decisions
- Providing senior technology leadership and in-house consultant support to the university community
- Plan for continuously evolving technology services of higher quality and performance levels
- Collaborate with executives and technology leaders in colleges and other administrative units
- Represent the university’s Office of Information Technology at university, state, and national forums
- Participate in strategic planning activities
- Communication of appropriate information to staff related to department and University issues and activities

QUALIFICATIONS GUIDE
Minimum qualifications in the IT Director IT Broadband class: a Master’s degree in Computer Science, Information Technology, Computer Engineering or relevant degree with five (5) years of experience; or a Bachelor’s degree in Computer Science, Information Technology, Computer Engineering, with seven (7) years of experience; or Associate’s degree with nine (9) years of experience, or a combination of relevant education and eleven years of relevant experience. Experience must include at least three (3) years of supervision.

EFF: 08/01/2012