

## IT Director

**Job Code:** 6854

**Salary Grade:** S13

**FLSA Status:** Exempt

*The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.*

### Duties and Responsibilities

Provides leadership, strategic planning, and management to Information Technology in its charge to design, provide, operate, and maintain computing and telecommunication facilities, the mission of academic technology, implement security controls, manage best practices and technical services that meets the needs of the University.

- Responsible for resource allocation and team participation in system-wide efforts, as well as local campus partnerships for IT standards and procedures. Assesses IT service delivery models within various colleges and departments and seek innovative ways to deliver services in the most efficient manner.
- Develops and maintains strategic plans related to areas of responsibility. Develops implementation plans for strategic initiatives and execute to meet deadlines. Provides regular updates and presentations on status of plan implementation.
- Develops guidelines, standards and procedures. Develops, manages, and approves budgets for management to include personnel, hardware, software, maintenance, utilities, tools, contract services, and fleet. Identifies new technologies and services, including impact and costs.
- Identifies, addresses, and resolves critical gaps in skills working with Talent Management for training needs and resource acquisition. Provides coaching, mentoring, and guidance to develop and retain critical talent.
- Performs various duties as needed to successfully fulfill the function of the position.

### Minimum Qualifications

**Education:**

Bachelor's Degree in Business, Management, or related field.

Equivalency/Substitution: Will accept 48 months experience in lieu of the Bachelor's Degree.

**Experience:**

48 months experience in leading and managing technical services and personnel and strategic planning.

**Certifications or Licenses:**

None

**Verification of education and licensure (if applicable) will be required if selected for hire.**

### Knowledge, Skills, and Abilities

- Ability to communicate verbally and in writing.
- Advanced knowledge of workflow design.
- Ability to work independently and as a team member.
- Advanced knowledge of strategic planning and goal definition.

### Working Conditions

Physical:

- Sit for prolonged periods. Communicate effectively and listen. Use of a computer.

Environmental:

- Standard Office Environment

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