Classification Title Code/Title: 9484/Information Technology Supervisor

Exempt Status: Non-exempt

Pay Grade: 65

Job Summary: Provides assistance supervising the work of an Information Technology lab or team responsible for supporting computer or network services.

Essential Duties and Responsibilities

- Assists in planning, organizing, and directing the operations of a computing lab or information technology team consisting of computing specialist, technicians, equipment operators, or student works.
- Assists with ensuring equipment is operating correctly and reports problems and works with support staff to resolve.
- Works with customers to resolve problems and improve level of service.
- Maintains inventory and supplies.
- Performs other related duties as assigned.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – High School or GED

Experience – Four years of relevant experience.

Knowledge, Skills, Abilities

- Ability to work in a collaborative team environment.
- Strong interpersonal communications skills

Registration, Certification, or Licensure

Supervision Received/Given
Works under general supervision and may supervise.

Other Requirements

- *

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *List physical demands