

<b>Job Title</b>	Assistant Director of Information Technology
<b>Job Code</b>	
<b>Exempt Status</b>	Exempt *Exemption may be subject to the applicable salary requirements from the Department of Labor
<b>Position Status</b>	
<b>EEO Classification</b>	

### **Job Summary**

The Assistant Director of Information Technology, under general direction, plans, organizes, and directs an Information Technology department. Assists in the direction, guidance and planning in strategic operations of the department, college, or division.

### **Essential Duties and Responsibilities**

- Assists in establishing the strategic plan and goals and objectives. Directs program activities of staff in a business function, division, or department. Plans, organizes, and directs operations of Information Technology (IT) infrastructure services and computer laboratories. Assists in the development and implementation of techniques for evaluating program activities. Develops goals and objectives. Ensures that IT infrastructure systems are operating correctly
- Oversees and approves schedules, priorities, and standards for achieving goals. Develops, implements, and evaluates policies and procedures and oversees compliance with policies and procedures. Manages IT maintenance activities and management issues. Assists in the development and review of budget estimates and recommendations for information technology installations, operations, and equipment.
- Prepares management and productivity reports and studies. Oversees the management of IT personnel performing complex troubleshooting, repairs, and upgrades on IT systems. Oversees the management of IT project teams, IT support personnel, and personnel maintaining system configuration documentation, inventory of equipment, and operating supplies.
- Assists in reviewing and approving management, productivity, and financial reports and studies. Provides consultation support to faculty, staff, and students in the use of desktop software applications and various information systems technologies, resolves problems, and improves the level of IT services.
- Conducts and attends meetings. Represents the agency at business meetings, hearings, trials, legislative sessions, conferences, and seminars.
- Oversees training and professional development activities.

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* – Bachelor's degree in Computer Science or equivalent combination of education and experience.

*Experience* – Six years of related Information Technology experience.

*Knowledge of* – Knowledge of word processing, spreadsheet, and database applications. Knowledge of the maintenance and installation of computer and network equipment.

*Ability to* – Ability to multitask and work cooperatively with others. Ability to communicate clearly and effectively to ensure understanding.

*Licensing / Professional Certification* – None.

*Physical Requirements* – None.

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.

## **Supervision of Others**

This position generally supervises employees.

## **Other Requirements**

- Work beyond normal offices hours and/or work on weekends.