IT DIRECTOR

*[These positions are typically at the Assistant or Associate Vice Chancellor level]*

*Note: This material is not intended to represent a complete position description; it is meant as a job aid to provide a foundation for completing a detailed individual description. All functions and tasks listed below will not apply to every position and this is not an exhaustive list of potential duties. Supervisors should select any of this material which applies to provide a framework for their description, then add detail, context, and other functions relevant to their specific needs. This material is band-level neutral. In addition to functions and tasks, other considerations including but not limited to scope, organizational placement, and reporting relationship are key determining factors in position leveling.*

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| **FUNCTIONS** | **TASKS** |
| Security | * Reviews the programs of the It operations to ensure alignment with the mission of the university and compliance with state, federal, and funding agency regulations, including but not limited to FERPA, HIPAA, and other regulatory requirements. * Oversees the development and enforcement of University policies and procedures related to security compliance. |
| Consultation | * Serves as management point of contact for campus executive leadership. * Serves as a member of the Division/School Leadership Team, various committees and working groups, and otherwise represents the organization in matters affecting the Division/School with regards to technology. |
| Supervision/  Management | * Provides full supervision to [define subordinate positions]; interviews and makes hiring decisions/recommendations; recommends initial pay rates and subsequent adjustments; ensures employees are trained in job responsibilities and provides for ongoing development; manages the performance review process and assigns performance ratings; addresses performance deficiencies and disciplinary issues as needed; sets work schedules and approves leave requests; etc. |
| Leadership & Strategy | * Develops, maintains, and implements an information technology strategy consistent with the University’s academic and administrative technology strategy to support the mission and strategic direction of the Division/School. * Responsible for the quality and outcomes of the information technology of the Division/School. * Ensures the integrity and availability of technology in the unit/school by assessing, planning, implementing, and maintaining appropriate data security, risk management, disaster recovery, and business continuity regimens and policies required to ensure compliant and reliable IT functioning. * Forecasts long term technology and budgetary needs and negotiates favorable vendor contract terms. * Serve as the final decision maker for critical issues affecting the overall wellbeing of the IT organization (e.g. budget, staffing, resources, etc.). |
| Other Duties (5% max) | * Other duties as assigned by management to meet business needs |