**Title Details**

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| Employee Type | AP-Administrative Professional |
| University Title | Information Systems Manager |
| Title Code | 1142 |
| Function General Scope | Positions assigned to this class are responsible for performing highly technical complex tasks, managing work assignments and supervising staff assigned to one or more information technology functions. Responsibilities include, but are not limited to, planning projects, assigning work, conducting performance evaluations, managing day-to-day operations, short and long range strategic planning, allocating resources and budget management. |

**Job Duties and Responsibilities**

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| Summary of Duties | This position is responsible for providing operational management, direction and leadership in the area of information technology. Duties include, but are not limited to developing strategic goals, project planning and implementation, personnel management, identifying user needs, and developing and implementing solutions to complex problems. This position is accountable for allocating resources, and responsible for providing long term planning. |
| Job Function, % Time, Essential | 60%, Information Technology Systems, Essential |
| Duties Performed | Organize, direct and manage the information technology systems and operations of the DEPARTMENT.  Manage staff and allocate resources.  Direct the design, development and implementation of information technology infrastructure and networks. |
| Job Function, % Time, Essential | 20%, Supervision, Essential |
| Duties Performed | Oversees the supervision of personnel, which includes work allocation, training, approving leave requests, taking corrective action and resolving problems.  Evaluates performance and makes recommendations for personnel actions.  Oversee recruitment initiatives and recommends candidates for hire.  Motivates employees to achieve peak productivity and performance. |
| Job Function, % Time, Essential | 15%, Strategic Planning, Essential |
| Duties Performed | Develop strategies for optimizing resources and personnel  Provide leadership in the development and implementation of strategic short and long-range plans and goals.  Develop and track progress towards goals. |
| Job Function, % Time, Essential | 5%, Other, Non-Essential |
| Duties Performed | Perform other duties as assigned. |

**Supervisory/Lead Responsibilities**

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| Does this position lead the work of others? | Yes |
| Does this position supervise the work of others? | Yes |

**Position Qualifications**

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| Required Qualifications | Bachelor’s degree and four (4) years professional experience, of which one (1) year must have been in a leadership role OR a combination of education and experience totaling eight (8) years from which comparable knowledge and abilities are acquired. |
| Additional Requirements | Experience in managing large and complex systems and network technology infrastructure.  Demonstrated success in managing information technology staff.  Excellent verbal and written communications skills. |
| Preferred Qualifications | Advanced degree or professional accreditation in a related field. |