

DIRECTOR, INFORMATION SYSTEMS

CLASS SUMMARY

Under general direction, this position: manages information systems support services for enterprise software applications including supervision of information systems support staff; manages the planning, analysis, design, conversion, testing, implementation, and operation of enterprise applications; and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

This position: works with administration to define projects and negotiate priorities; supervises technical support for enterprise information systems; evaluates enterprise information systems including hardware, software, and networks; analyzes the impact of academic and administrative policy and procedures changes on enterprise information systems; researches application of new software for administrative programs; assists in establishing and administering standards for enterprise information systems development, deployment, and operation; supervises and evaluates technical staff; assists in preparing enterprise information systems operating plans and budgets; manages projects to meet budget and schedule objectives.

ORGANIZATIONAL RELATIONSHIP

This position reports to the Associate Vice Chancellor of Information Technology Services.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Bachelor's degree in information technology or equivalent, and experience in enterprise information systems, analysis, design, conversion, testing, implementation, and operation.

Knowledge and Abilities

Knowledge of: enterprise information systems planning, analysis, design, conversion, testing, implementation, and operation.

Ability to: plan, organize, and execute projects; manage programming staff; identify, analyze and recommend enterprise information systems; communicate effectively and establish cooperative working relationships with faculty, administration, and vendors; manage the diagnosis of, and direct corrective action to resolve operational problems; analyze and recommend process improvements; prepare clear and concise project documentation; communicate clearly and concisely both verbally and in writing.

Physical Requirements: Ability to use a computer workstation throughout the workday.