

Job Level	Director of Information Systems	Senior Management Level I
Problem Solving	<ul style="list-style-type: none"> * Determine appropriate computing platform(s) on which to host and operate central administrative systems * Makes final decisions on enterprise infrastructure components such as storage systems for institutional data and file systems, and oversees procurement and implementation. * Responsible for Business Continuity and continued operations due to any unforeseen circumstances, balancing robustness against cost, requiring astute and mature judgment. * Responsible for planning and deployment of resources necessary to carry out the mission of the Information Systems Department: providing the campus with high quality, cost-effective administrative IT systems, and services. * Maintains responsibility for management, operations, upgrades, and production runs involving central IT resources, and increasingly 24x7 availability, web and mobile-based self-service access. * Develops and oversees implementation of standard policies, processes, and procedures to govern work activities, conduct, and work environment in the IS Department. * Works together with appropriate executive leadership and department managers to identify, define, initiate and oversee key IT projects at an institutional level. * Assesses the usefulness of new or emerging technology for university administrative information systems and related infrastructure. 	<ul style="list-style-type: none"> • Problems are often not clearly defined and fundamental principles may not apply. • Solutions must take into account future considerations.
Interaction/ Communication	<ul style="list-style-type: none"> * Supports the Office of the Associate Vice Provost for Institutional Effectiveness and Institutional Research. * Working with other IT and functional directors and leaders across campus, fosters collaboration across IT units and departments. * Represents the VPIT in campus-wide activities, managing projects involving central IT, and planning for facility and service initiatives, including local, regional, and national arenas as appropriate. * Leads and/or actively participates in various institutional IT and administrative governance groups. * Assumes leadership role with the Advisory Committee for Administrative Applications (ACAdA) to define and prioritize administrative IT projects at the institutional level. * Works collaboratively to define project management processes, standards, and tools to be used both within the IS Department and with stakeholder areas. 	<ul style="list-style-type: none"> • Typically reports to a department head. • Reconciles multiple stakeholder views.
University Impact	<ul style="list-style-type: none"> * Reports directly to the Vice President for Information Technology (VPIT) and as a member of the executive leadership, works closely with other directors in strategic planning, policy development, critical issue resolution, and decision-making. Resolves complex issues that may also result in new or amended policies which require engaging with legal counsel. The position also engages with legal counsel in regards to vendor agreements to ensure they are in the best interests of the University and abide by federal, state and local laws. This position is responsible for the institution's central administrative IT systems, including the Banner Student Information System; the Oracle Human Resources System; the Quali Financial System; the Quali Research Management System; the enterprise operational data store (ODS) and data warehouse; central university databases; and a variety of other IT administrative systems that are enterprise in their scope and impact. With the adoption of an Administrative Data Governance and Architecture Policy, this position is also the Chief Data Officer of the University. 	<ul style="list-style-type: none"> • Translates strategy into operational processes. • May provide input into strategy of the department or function. • Must be head of a department as defined and assigned by the University for Director designation
Financial/ Budget Responsibility	<ul style="list-style-type: none"> * Oversight of the IS budget and determines the best way to allocate and approve all expenditures for an annual operating budget of \$5+ million, in order to achieve department's strategic goals and objectives in line with the mission and strategies of the institution. * Reviews and approves budget expenditures, and oversees procurement activities related to major expenditures. 	<ul style="list-style-type: none"> • May develop and manage a budget.

People Management

- * Responsible for supervision and oversight of all staff in the central Information Systems Department, which encompasses approximately 45 FTE. Direct reports include four (5) technical managers and a budget/office administrator.
 - * Plans and develops staff resources necessary to carry out all work activities and IT projects that support the IT infrastructure and goals/initiatives of functional departments across campus.
 - * Determines appropriate staffing patterns and resource allocation based on ongoing support requirements and to meet new projects and initiatives of the institution.
- Manages teams of primarily professional roles; may supervise project management levels.
 - People management responsibility for pay review, performance management and resource planning.