

IT Sample Duties and Responsibilities Statements

BAND D – POSITION CONCEPT: FOREMOST SUBJECT MATTER EXPERT / PROGRAM ADMINISTRATOR

Planning Responsibilities

- ◆ Advises and consults in the development of plans for strategic system-wide initiatives.
- ◆ Convenes constituent group(s) to discuss information systems planning, priorities, usage, modifications, problem resolution, and implementation.
- ◆ Develops division goals, objectives and long-term and short-term plans and strategies to meet system-wide needs.
- ◆ Plans and implements networks, systems, software and services to enhance institutional productivity, efficiency and effectiveness at all levels of information processing.
- ◆ Integrates various information systems across organizational and campus boundaries; and the resources required to meet commitments.
- ◆ Develops and updates system-wide policies and procedures for the development and use of information technology systems and resources.
- ◆ Identifies and plans the development, enhancement and maintenance priorities for networks, systems, software and services; prioritizes requirements and resource strategies based on technical and/or economic constraints and opportunities.
- ◆ Advises system-wide executives, advisory groups, directors and managers in identifying information requirements and priorities.

Organizes

- ◆ Organizes & manages staff resources to meet requirements of: strategic initiatives, goals & objectives; maintenance & enhancement of current applications networks, systems software & svcs.; & the implementation of new networks, systems software & svcs.
- ◆ Collaborates and advises on the implementation of contracts, agreements, and the acquisition of resources required to complete projects in an effective, timely and economically prudent manner.
- ◆ Organizes and directs the development of policies and procedures related to projects and ongoing operations.
- ◆ Organizes and directs the achievement of training and research as needed for the evaluation, acquisition and adoption of new technology, tools, services and methods.

Manages, Implements, and Delegates

- ◆ Manages and implements policies, procedures and priorities for the effective recruitment, training, retention, evaluation, and classification of human resources.
- ◆ Identifies, manages and resolves personnel conflicts and performance challenges within the division in accordance with University policies and procedures.
- ◆ Supervises the effective management, monitoring and control of resource usage, staff utilization, hardware and software procurement; and implement programs for evaluation and improvement of these processes.
- ◆ Organizes and supervises staff in developing goals, objectives and action plans to attain broad strategic initiatives for the office; conducts meetings and training; and develops effective evaluation, monitoring and follow-up processes.
- ◆ Establishes and administers policies, procedures, and practices in areas of responsibility.
- ◆ Monitors trends, developments and best practices in IT and higher education in anticipation

IT Sample Duties and Responsibilities Statements

BAND D – POSITION CONCEPT: FOREMOST SUBJECT MATTER EXPERT / PROGRAM ADMINISTRATOR

of changing requirements, expectations and opportunities, including assessing technical, financial, and organizational implications for UH.

- ◆ Reviews, approves, and directs the design and implementation of benchmarks, measurements and metrics used for monitoring, capacity planning, adjusting practices.
- ◆ Plans and prepares divisional budgets, supervise budget execution, and manage program space, equipment and staff resources.

Professional Development

- ◆ Stays current on current and emerging technologies, developments and practices in information technology and higher education by attending presentations, meetings and conferences.
- ◆ Investigates techniques and strategies utilized by other organizations, especially higher education institutions, by participating in various professional forums and through direct personal relationships with peers around the country and the world.
- ◆ Recommends and schedules staff for training as required to maintain the skill sets necessary to efficiently and effectively manage the computer systems and associated applications, databases, and operating systems.

Oversees lg. & highly complex sys-wide proj w/hi visib. & substantial sys-wide impact

- ◆ Convenes system-wide constituency groups to provide input and ongoing guidance on project concept and execution.
- ◆ Determines project scope, goals, and audience; evaluates and assembles appropriate resources.
- ◆ Prepares project plans, milestones, and contingencies.
- ◆ Assesses risks and prepares risk mitigation plans.
- ◆ Negotiates terms and conditions of contracts.
- ◆ Monitors project progress and makes necessary adjustments.
- ◆ Ensures positive working relations with external partners, government agencies, community leaders, internal constituencies and UH management.

Serves as Foremost System-wide Technical Expert

- ◆ Provides expert consultation in strategic deployment of advanced technologies, techniques, and services to the University-wide and State-wide user communities.
- ◆ Develops new sets of technical specifications, standards and approaches to solve system-wide problems in the absence of widely accepted industry guidelines and standards.
- ◆ Develops creative and unprecedented solutions to the most challenging technical problems
- ◆ Monitors, forecasts, tests, and evaluates emerging technologies to evaluate them for use in addressing UH opportunities and challenges.
- ◆ Works closely with national and international IT experts to bring emerging conceptual and experimental developments to bear on UH system-wide needs.
- ◆ Advises system-wide and statewide IT professionals on new technologies, approaches and developments for application to UH systems, software, services and infrastructure design.
- ◆ Represents UH at regional, national and international technical meetings and project planning sessions.