

## DIRECTOR OF INFORMATION TECHNOLOGY

The Director of Information Technology is a key member of the Vice President for Information Technology and Chief Information Officer's (VP & CIO) senior management team, and is charged with providing administrative leadership within Information Technology Services in a specific area of assignment (e.g., academic technologies, cyberinfrastructure, and technology infrastructure). As a senior manager in a highly dynamic field, the Director conceives plans, and develops and directs multiple evolving system wide programs in support of information and community technologies for 10 campuses of the University of Hawai'i System.

In achieving program objectives, the Director exercises broad authority and judgment to direct employees and determine the methods, means and assignment of staff and resources to ensure success. Work involves overseeing and providing leadership in the development of new initiatives and programs, ensuring effectiveness of ongoing programs, and phasing out lower priority programs and activities that can no longer be supported. Responsibilities of position include promoting, designing, implementing, managing and coordinating programs designed to advance the strategic goals of the entire UH System including enhancing student access to high quality instruction, improving student success, increasing research productivity and innovation, and advancing administrative efficiency and data-supported decision-making. The Director actively reviews/revises current strategies and policies on an ongoing basis and formulates innovative new strategies and policies in response to the changing expectations of higher education and the opportunities and challenges presented by rapidly evolving information and communications technologies. Other responsibilities include preparing, administering and interpreting programmatic, operational and administrative policies, procedures, guidelines, rules and regulations, including state and federal; analyzing and evaluating program requests and proposals involving the allocation or reallocation of resources, initiation or termination of programs, and alternative program operations or directions; conducting research and analysis of programs and issues resulting in the preparation of position papers, technical analyses, studies and reports in response to internal or external inquiries and requests; formulating policy based on consultation with a variety of executives, administrators, faculty, staff and students; developing long- and short-range plans and policies; and serving as a representative of the VP & CIO to individuals, groups, and organizations inside and outside the University.

The Director represents the highest level of management expertise within his/her area of responsibility and serves as the most senior programmatic adviser to Executives. A position in this class directly supervises a large staff through subordinate managers and/or achieves programmatic objectives through the complex coordination of the work of distributed information technology and program professionals at the campus, college, department and program level.

Work involves extensive collaboration with the VP & CIO, working to apply most current technology and effectively leveraging technology across all facets of institutional success and effectiveness. Work requires considerable contact with senior executives and administrators, including the Board of Regents, legislators, and state executives and representatives of the community. The Director engages nationally with peers and professional organizations, including in leadership positions, to ensure that UH information technology programs and activities are guided and informed by best practices.

A position in this class requires extensive knowledge of information technology applications and educational delivery, student support, modern research and scholarship and/or emerging technologies, and the ability to exercise tact, diplomacy, initiative and sound judgment. The Director must have the ability to interpret and apply broad institutional strategy and policy statements to a wide variety of unrelated situations; conduct and prepare program analyses; communicate effectively orally and in writing; and establish and maintain effective and productive work relationships with a wide range of constituencies inside and outside the University. Work is performed with wide latitude for the exercise of judgment and initiative, and is reviewed at the Executive level by observation and analysis of results obtained.

The establishment of the non-academic managerial class, Director of Information Technology, is effective 9-26-12.

  
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President, University of Hawai'i

9/26/12  
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Date