**Assistant Director, Information Technology Standard Job Description**

**Classification Title:** Assistant Director, Information Technology

**FLSA Exemption Status:** Exempt

**Pay Grade:** 76

**Job Description Summary:**

The Assistant Director of Information Technology, under general direction, plans, organizes, and directs an Information Technology department. Assists in the direction, guidance and planning in strategic operations of the department, college, or division.

**Essential Duties and Tasks:**

**40% Strategic Leadership and Planning**

* Assists in establishing the strategic plan and goals and objectives.
* Helps develop and maintain an operational roadmap to promote departmental mission.
* Collaborates with internal and external entities to facilitate initiatives and coordinate special projects.
* Provides leadership for IT staff and managers, overseeing recruitment, hiring, and supervision.
* Participates in training and professional development with emphasis on leadership development.

**20% Project Management and Operations Oversight**

* Plans, organizes, and directs operations of software application development and maintenance services.
* Oversees and approves schedules, priorities, and standards for achieving operational goals.
* Manages IT maintenance activities and addresses management issues effectively.
* Oversees the management of IT project teams and personnel performing complex troubleshooting.
* Prepares management and productivity reports and studies.

**10% Compliance and Evaluation**

* Monitors and analyzes state and federal legislative issues pertaining to departmental responsibilities.
* Ensures compliance with applicable federal and state regulations and A&M System policies.
* Assists in developing techniques for evaluating program activities and improving operational efficiency.

**10% Consultation and Support Services**

* Provides consultation support to faculty, staff, and students in the use of software applications and systems.
* Conducts and attends meetings with staff, other managers, and leadership in Technology Services.
* Represents the organization at business meetings, hearings, and conferences.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in Computer Science or equivalent combination of education and experience.
* Six years of related Information Technology experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively others.

**Machines and Equipment:**

* Computer: 30 hours
* Phone: 5 hours

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This role may require working outside of standard office hours, including evenings, weekends, and holidays, to support the demands of technology services and ensure the seamless operation of essential systems.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**