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

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

**FLSA Exemption Status:** Exempt

**Pay Grade:** 77

**Job Description Summary:**

The Associate Director of Information Technology, under general direction, plans, organizes, and directs operations of a department. Performs highly and complex managerial work providing direction and guidance in strategic operations and planning in the department, college, or division.

**Essential Duties and Tasks:**

**40% Strategic Planning and Leadership**

* Establishes the strategic plan and goals and objectives.
* Drives the development and implementation of security strategies aligned with organizational goals.
* Builds, leads, and empowers a high-performance technical team.
* Recruits, hires, and supervises technical staff while fostering a collaborative team culture.
* Participates in training and professional development with an emphasis on leadership and management.

**20% Project Management and Oversight**

* Plans, organizes, and directs operations of IT infrastructure services and computer laboratories.
* Oversees and approves schedules, priorities, and standards for achieving goals.
* Develops and implements policies and procedures, ensuring compliance.
* Oversees IT project teams and personnel performing troubleshooting and upgrades on IT systems.
* Reviews and approves management, productivity, and financial reports and studies.

**10% Stakeholder Engagement and Consultation**

* Provides consultation support to staff and students in the use of software applications and information systems.
* Maintains close, collaborative working relationships with stakeholders and vendors.
* Represents the organization at meetings, hearings, and conferences.

**10% Monitoring and Evaluation**

* Develops techniques for evaluating program activities and oversees IT maintenance.
* Conducts in-depth analysis to address security vulnerabilities and ensure IT systems operate correctly.
* Monitors industry trends and emerging technologies to inform strategic direction.

**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.
* Eight years of related Information Technology experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively others.
* Ability to communicate clearly and effectively to ensure understanding.
* Knowledge of word processing, spreadsheet, and database applications.
* Knowledge of the maintenance and installation of computer and network equipment.

**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**