 **Enterprise IT Technologist Standard Job Description**

**Classification Title:** Enterprise IT Technologist

**FLSA Exemption Status:** Exempt

**Pay Grade:** 76

**Job Description Summary:**

The Enterprise IT Technologist, under general direction, serves as the primary top-level technical expert and consultant in one or more specialized fields of technology. Researches, designs, and recommends enterprise-level strategy. Provide technical leadership and guidance for the design and deployment of new enterprise-wide technologies.

**Essential Duties and Tasks:**

**40% Strategic Leadership and Technology Consultation**

* Leads the strategic and long-term analysis of specialized technology and organizational needs.
* Develops alternate project plans, problem resolutions, and budget projections based on stakeholder needs.
* Contributes to the planning of the overall organizational IT strategy.
* Directs the analysis of project needs and risks, recommending solutions.
* Supervises the development of strategic project or task plans, resource estimates, and schedules.

**20% Project Management and Oversight**

* Participates as a top-level technical expert in leading multiple consulting projects or large complex projects.
* Oversees the use of established project management protocols in collaboration with relevant teams.
* Prioritizes, schedules, and directs the activities of multiple strategic project teams.
* Oversees the preparation of project documentation and reports for management.
* Oversees and coordinates the evaluation, selection, and purchase of strategic computing resources.

**10% Team Development and Supervision**

* May recruit, hire, and supervise a variety of technical and support staff.
* Provides technical oversight for mentoring, training, and development of employees.
* Enforces ethical, regulatory, and performance standards.
* May oversee and manage personnel issues within the team.

**10% Collaboration and Communication**

* Collaborates with enterprise stakeholders to coordinate the development of specifications within service-based solutions.
* Maintains, establishes, and develops strategic partnerships with executive management and vendors.
* Serves as a strategic technical resource for other teams or organizations.
* Participates in training and professional development sessions.

**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 applicable field or equivalent combination of education and experience.
* 12 years of related 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**