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

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

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Executive Director, IT, under general direction, provides leadership for departmental functions to include planning, directing, and evaluating departmental operations. Provides oversight of business activities, strategic planning and development, and program administration. Functions as departmental liaison to customers and represents the University on various committees.

**Essential Duties and Tasks:**

**40% Leadership and Strategic Management**

* Partners with colleges and divisions to provide a user-centric approach for all IT operations.
* Directs information technology divisional and departmental projects, programs, initiatives, and operations.
* Provides oversight of IT business activities, strategic planning, and development.
* Leads the development of short-term and long-term IT departmental goals and objectives.
* Serves as a liaison and coordinates working relationships with academic and non-academic units.

**20% Operational Oversight and Improvement**

* Ensures development and support of end-to-end solutions while improving existing processes.
* Oversees and directs staff in the preparation for system upgrades and technology refresh.
* Develops and reviews budget estimate recommendations for systems installations and operations.
* Manages improvement of operational efficiency and directs continuous improvement efforts.
* Ensures compliance with applicable federal and state regulations and university policies.

**10% Communication and Collaboration**

* Represents the Vice President, Division, and University internally and externally at meetings.
* Advises leadership on internal and external issues affecting division operations.
* Collaborates with internal and external entities to facilitate initiatives and coordinate special projects.
* Leads the development and oversight of communications for IT departments.

**10% Policy Development and Compliance**

* Drafts and administers relevant university policies, regulations, and rules.
* Monitors and analyzes state and federal legislative issues impacting IT operations.
* Reviews, analyzes, and documents the effectiveness of existing operational business processes.
* Recommends new departmental and university-wide policies or revisions to existing policies.

**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.
* Ten years of progressively responsible management experience in information technology.

**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**