**IT Manager I Standard Job Description**

**Classification Title:** IT Manager I

**FLSA Exemption Status:** Exempt

**Pay Grade:** 69

**Job Description Summary:**

The Information Technology (IT) Manager I, under direction, leads a specific IT project or specialized technical operations and performs limited specialized technical duties.

**Essential Duties and Tasks:**

**40% Team Leadership and Development**

* Leads, motivates, develops, and coaches team members.
* Models and enforces ethical, regulatory, and performance standards.
* Recruits, hires, and supervises technical staff and student workers.
* Facilitates the analysis of project needs, risks, and recommended solutions.
* Develops and updates employee training materials.

**20% Project Management and Coordination**

* Coordinates activities with the management of other organizational units and vendors.
* Assists in directing the design and control of processes for supporting the delivery of IT services.
* Uses project management protocols to lead the planning, execution, and successful completion of specific IT projects.
* Directs the preparation of documentation and reports for clients and management.
* Monitors and analyzes operations metrics.

**10% Customer Support and Relations**

* Serves as a resource for internal and external customers.
* Provides technical oversight and training for hardware and software application use.
* Develops and maintains good customer and vendor relations.

**10% Continuous Improvement and Compliance**

* Implements continuous improvement methodologies to include corrective actions.
* Ensures all work is documented and in compliance with established standards.
* Participates in training and professional development with a special emphasis on leadership development and project management.

**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 or equivalent combination of education and experience.
* Three years of information technology experience which includes some small team / project leadership.

**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**