 **Senior IT Professional III Standard Job Description**

**Classification Title:** Senior IT Professional III

**FLSA Exemption Status:** Exempt

**Pay Grade:** 73

**Job Description Summary:**

The Senior IT Professional III, under general direction, serves as the primary top-level technical expert consultant in multiple specialized fields of technology for specified unit(s). Researches and develops the unit’s IT strategy and budget. Participates in the unit’s strategic planning process. Routinely provides technical leadership and guidance for the deployment of new technologies. Represents the unit on campus committees to develop technical standards and direction.

**Essential Duties and Tasks:**

**40% Technical Oversight and Guidance**

* Assists in conducting research of problems and formulating recommended solutions for customers.
* Provides technical oversight and training to peers on installation, maintenance, and problem-solving of division-wide software solutions.
* Serves as a resource for internal and external customers.
* Coordinates the design, coding, testing, and documentation of unit-level database applications or substantial application modifications.
* Coordinates the evaluation of hardware and software products and programming languages to determine their strategic applicability to systems and projects.

**20% Strategic Planning and Project Management**

* Oversees strategic planning for information technology.
* Participates in the unit's strategic planning process.
* Implements work plans and time schedules for projects requiring coordination between multiple units within the department or technology team.
* Collaborates with the project manager to develop work plans and time schedules for computing projects.
* Provides leadership and representation as appropriate to University groups or committees.

**10% System Evaluation and Maintenance**

* Coordinates the evaluation of workstation hardware and software products to determine their strategic applicability to the computing environment.
* Manages the installation and maintenance of both critical and non-critical software.
* Documents work performed by entering and maintaining entries in the ticketing system in a timely manner.

**10% Stakeholder Collaboration and Communication**

* Maintains, establishes, and develops new collaborative working relationships with stakeholders, customers, and vendors.
* Participates in IT staff meetings and relevant Change Advisory Board discussions.
* Serves on unit committees and assists in strategic and project planning for computing and communication.

**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.

**Qualifications**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Twelve years of related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

**Additional Information**

**Machines and Equipment:**

* Computer
* Phone

**Physical Requirements:**

* Ability to lift and move heavy objects.

**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.
* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**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**