 **Vice President for Information Technology Standard Job Description**

**Classification Title:** Vice President for Information Technology

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Vice President for Information Technology (VP for IT) will provide leadership, planning and management for information technology at Texas A&M University including strategy, development, and implementation/ optimization and changes within IT Services. In addition, the VP for IT will collaborate with key stakeholders, identify risks, evaluate trends, prioritize technology initiatives and make IT recommendations as appropriate to senior leadership. The VP for IT also ensures the evaluation, development and deployment of IT services and that projects are successfully completed with coordination of resources and timetables with stakeholders and partners.

**Essential Duties and Tasks:**

**30% Strategic Planning and Implementation**

* Develops and maintains a strategic view and plan aligned with the growth and planning of the institution.
* Works collaboratively with the executive team and the CIO to identify and implement key IT initiatives.
* Oversees information and telecommunications technology functions and services supporting the institution and its affiliated locations.
* Leads the implementation of a comprehensive IT service delivery model for all areas of the institution.

**20% Communication and Relationship Management**

* Facilitates communication and resolves conflict while building strong working relationships between staff, management, vendors, and other technology organizations.
* Ensures appropriate implementation and support for business, academic, and research systems by managing and coordinating applications and network administration.
* Maintains contact and builds relationships with suppliers of IT services, hardware, and software.

**10% Budget Management and Cost Optimization**

* Develops and manages the information technology budget, including capital expenses for ongoing and future projects.
* Optimizes IT spending on services, hardware, and software to ensure cost-effective operations.
* Evaluates factors, performs cost-benefit analysis, and promotes alternatives that minimize costs with acceptable risks.

**10% Security and Compliance**

* Develops and administers information technology security strategies, policies, and procedures for network availability and security.
* Ensures compliance with regulations for securing data records associated with personnel, financial records, and research data.
* Maintains a strong focus on customer service and establishes effective quality assurance processes.

**10% Staff Development and Project Management**

* Selects, trains, and supervises subordinate staff while coordinating staffing needs.
* Supports a positive atmosphere among staff members and grows a unified Project Management Office responsible for IT project leadership and delivery.
* Develops resources focused on an effective business recovery plan to ensure recovery of IT systems and services in the event of an outage.

**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.
* Ten years of progressively responsible management experience in IT.

**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/)**.**

[x]  **Yes**

[ ]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**