Position Description

UNIVERSITY OF RHODE ISLAND

TITLE: Director, University Computing Systems

DIVISION: Academic Affairs

REPORTS TO: Chief Information Officer

GRADE: 18

SUPERVISES: Professional, technical and clerical support staff

BASIC FUNCTION:

A member of the Chief Information Officer’s management team, the Director of University Computing Systems is responsible for the design, implementation and maintenance of all administrative software, including WEB, data warehousing and database administration for University Systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Project management and leadership for the installation of new administrative applications suite of software for the University and the subsequent development initiatives.

Develop specifications for hardware and software to support administrative applications.

Negotiate contracts for all aspects of software and consulting for the installation and support of administrative applications.

Provide technology leadership for administrative applications and architecture including the design requirements, data management, reporting and project organization.

Overall management responsibility for administrative systems resource requirements including personnel, equipment and housing (with associated costs); coordinate planning for administrative projects.

Evaluate new technical developments in view of University plans and objectives.

Manage the management information services budget and staff.

With the other members of the Chief Information Officer’s staff, and in collaboration with senior university administrators and college dean, academic departments, and commercial technology providers, participate in the planning and development of information technology strategic directions for the University.
OTHER DUTIES AND RESPONSIBILITIES:

Conduct periodic evaluation reviews of the effectiveness and efficiency of all units under the Director’s supervision and report these review.

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions. Position requires 24-hour call back in cases of emergency and supervisory presence, when required, on all shifts.

QUALIFICATIONS:

Bachelor’s degree in Business Administration or related field required; Master’s degree in business or higher education administration preferred. Minimum of five years of experience in managing administrative units in a large, complex institution required. Experience with purchasing, inventory control, computers and communications required. This position requires that the incumbent be able to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others. Must be able to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports. Must possess strong interpersonal skills and be able to organize, coordinate and supervise support staff.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

Class Code:..................0497
Position #: (NUNC)............
Developed by:..................SG
Reviewed by:...................
Approved by:..................
Date: .....................4/99; 9/10