

**Boilerplate**

Class Code:.....0603A  
Position #:(PTAA).....  
Developed by:.....SG  
Reviewed by:.....  
Approved by:.....  
Date:.....4/01

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Lead Information Technologist  
**DIVISION:** Academic Affairs  
**REPORTS TO:**  
**GRADE:** 14  
**SUPERVISES:** Support staff

**BASIC FUNCTION:**

Plan, organize and control the information technology activities of a project team. May also assist in scheduling and assigning personnel or act as a project leader. Provide leadership, direction and training to other staff members. Works independently and requires only general supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Plan, organize, and control the activities of a project team; make assignments to other technologists and support staff, check and evaluate progress, and report on the activities of a project team.

Evaluate and analyze customer requirements for services.

Conduct independent feasibility studies of software and hardware systems and formulate proposals to management.

Possess and maintain knowledge of current hardware and software system capabilities and limitations.

**OTHER DUTIES AND RESPONSIBILITIES:**

Respond to technical emergencies outside of normal working hours as needed.

Must be available to work a non-standard schedule in order to fulfill assigned duties and responsibilities.

As part of training, perform functions, normally assigned to management, although to a lesser degree.

Maintain a high level of understanding of current developments in the assigned area of responsibility and anticipate future needs.

**LICENSES, TOOLS AND EQUIPMENT:**

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

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

Bachelor's degree is required; master's degree preferred. Must have either 4 years' experience in an information technology position or 6 years' experience in a position that included a substantial amount of information technology work. Must have demonstrated the ability to perform duties and responsibilities independently on most tasks and require only minimal supervision to perform the remaining tasks. Must possess strong interpersonal skills with the ability to communicate effectively verbally and in writing and be able to prepare and deliver oral presentations before small, medium and large groups of people are required. Must have demonstrated the ability to organize, coordinate and supervise support staff and assume project leadership responsibilities. Must have demonstrated the ability to prepare and present detailed studies and reports that include recommendations concerning the substance of the studies and reports. Must be able to interpret and adhere to institutional policies, plans, objectives, rules and regulations, and standards; and communicate the interpretation to subordinates and others. Depending on the needs of the organization, thorough proficiency with specific equipment, operating system software, applications software, work environment, etc. is required. Experience in the areas of teaching, providing effective customer services preferably in higher education, evaluating products, and preparing and presenting reports is preferred.

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

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