UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Senior Information Technologist

DIVISION: Academic Affairs - (IITS)

REPORTS TO:

GRADE: 12

SUPERVISES: Support staff

BASIC FUNCTION:

Responsible for information technology systems in a department or area, analyzes needs, and determines appropriate solutions. Provides authoritative assistance to customers. May also serve as senior technologist on a project team that involves other support staff. Performs duties and responsibilities with minimal supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as the senior technologist responsible for a complex system or application.

Analyze the information technology needs of a department or area and determine appropriate solutions.

Provide authoritative technical consultation to customers.

OTHER DUTIES AND RESPONSIBILITIES:

As part of training, perform functions normally assigned to a Lead Information Technologist, although to a lesser degree.

Perform the duties of an Information Technologist.

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

Perform other duties as required.

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 required; master's degree preferred. Must have either 2 years' experience in an information technology position or 4 years' experience in a position that included a substantial amount of information technology work. Must provide evidence of having had experience in performing duties and responsibilities with only minimal supervision. Must possess strong interpersonal skills with the ability to communicate effectively verbally and in writing as well as the ability to organize, coordinate, and supervise support staff are required. 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.

Class Code:........0875
Position #:(PTAA)......
Developed by:........SG
Reviewed by:...........
Approved by:...........
Date:.............11/97