

Job Code101273
Position# (PSA) (E)
Developed by DS
Reviewed by LK
Approved by:..... LK
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Manager, CELS/Computing and Information Technology
DIVISION: Academic Affairs (College of the Environment & Life Sciences)
REPORTS Dean, Environment & Life Sciences
TO: GRADE: 13
SUPERVISES: Technical staff and Student Support Staff and as assigned

BASIC FUNCTION:

Responsible for managing computing and information technology services in support of College of the Environment & Life Sciences academic, research, and outreach activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage College's IT procurement process and expenditures, including the following: interaction with vendors to determine the best hardware and software available; negotiation of leases, agreements and contracts; obtaining quotes; requisition and budget management.

Evaluate and select hardware and software systems to ensure optimal computing activities; supervise personnel providing installation of systems, system maintenance and problem resolution. Oversee support of operating systems and servers including the determination of alternatives for various configurations of operating systems.

Manage web servers and security for CELS, including Ethernet hubs, cabling, and IP address assignment. Troubleshoot network failures. Plan and implement changes in configuration as needed work with OIS/NTS on work issues. Maintain Windows share IP server. Define and implement access security.

Responsible for providing central computing services, including user account management, disk usage and license servers.

Manage and provide end users support for faculty, staff, and students pertaining to their web level technology needs.

Develop, implement and manage student staffing plan, training and performance management, scheduling and supervising workloads, and assigning and managing student projects.

Supervise system programming tasks including installing and upgrading software packages, adapting software to needs of user community, and writing new, and modifying existing, programs as required.

Responsible for the College website including the following: content and software management; the implementation and management of online survey data collection; and development of new Web pages as required, in collaboration with other College staff members. Ensure compliance with University branding initiatives.

Liaise with departmental information providers to increase available web content, assist with their content development, ensure consistency of style, and coordinate information and access across multiple internet services.

Provide authoritative technical and creative consultation and support to Colleges departments and units in the areas of web publishing and related online technologies.

Develop and advocate for web & IT policies and best practices.

OTHER DUTIES AND RESPONSIBILITIES:

Attend technology-related University meetings.

Provide classroom instruction and training courses.

Engage in professional development activities to ensure knowledge, skills and abilities are contemporary.

Participate in project management and strategic planning activities.

Perform other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, servers, routers, printers/plotters, mobile devices; word processing, database management, spreadsheet, e-mail, Web, network, imaging and cloning, enterprise, graphics and engineering software applications; Windows and Unix.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in computer science or information technology; Minimum of seven years of experience in an information technologist position with substantial database design, development, administration and information technology work; Demonstrated experience in information technology support research in a higher education environment, including academic, research and outreach; Demonstrated experience in developing database applications for large federally funded research projects and outreach activities; Demonstrated experience with architecting, developing, deploying and supporting web-based database driven and report generating applications, following development methods, techniques and standards applications; Demonstrated hands on experience designing, coding, implementing, testing, administering and maintaining NET sites; Demonstrated experience with web content management systems (including WordPress) and graphic design tools (such as Photoshop); Demonstrated experience developing and providing user documentation, training, and support; Demonstrated ability to work with only minimal supervision; Demonstrated customer service orientation; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience in advanced Microsoft .NET technologies (C#.NET, ASP.NET, ADO.NET, SQL server and Crystal reports); Demonstrated analytical, organization and problem-solving skills; Demonstrated customer service orientation in higher education; and, Demonstrated ability to multi-task in fast paced environment.

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