



Reformed University Job Description

- Director of Information Technology

OCCUPATIONAL SUMMARY:

This position provides leadership at the University for the advancement, administration, coordination and management of the institution's information technology services, server operations, telecommunication services, and learning-support services; supervises operation and maintenance of components of the computer terminal network, including distributed processing equipment and related peripherals; develops computer programs in appropriate computer language for solution of mathematical, scientific and business problems by electronic data processing equipment; serves as project manager for web operations and maintenance.

POSITION AND JOB DESCRIPTION:

Formal Title (Position):

- Director of Information Technology
- Full-Time Faculty Member

Miscellaneous Job Duties:

- Full member of Library and Publication Faculty Committee
- Library Electronic Learning Resources Assistant
- Online Education Program Assistant

PRIMARY DUTIES:

- Analyze system specifications and develop sequence of program steps; convert into detailed logical flow charts, decision tables and other media graphically displaying sequence of operations on data processed by the computer system.
- Assist in the analysis of specific organizational and procedural problems and in the design or modification of computer programs to implement computer applications; test and debug new programs to verify their accuracy and completeness.
- Monitor the terminal network via the master terminal; report hardware malfunctions to the supervisor; assist in replacing malfunctioning equipment.
- Provide information and/or technical assistance to users regarding network terminal problems.
- Distribute and file computer output; burst, decollate and deliver reports to users.
- Maintain a daily log of all network hardware problems and their resolutions.
- Schedule all web and multimedia work with various web staff.
- Track all project deadlines and expenses and communicate this and other vital project information to the web design team.
- Organize and prioritize projects, assign daily tasks and manage task workload for the web design staff in order to complete projects within constraints of budget and approved quote.
- Organize content and produce content online and site map for new web projects. Write and edit content for official websites and projects as needed.
- Serve as project coordinator and liaison regarding staffing requirements, deadlines, project status, project scope, content needs, and client requirements.
- Serve as primary web team interface to other sections within the department and to other



constituents. Evaluate and assess the results of work accomplished by the web design staff to ensure quality.

- Provide leadership in directing and administering a University-wide system of computerized information processing, telecommunications and data communications.
- Evaluate University-wide business, service and academic needs and recommends and implements appropriate strategies to meet those needs.
- Plan, develop, recommend and implement information technology environments, programs and projects.
- Direct the development, maintenance, enhancement, acquisition, operation, installation and problem resolution for institutional computer hardware, software and telecommunications and data communications.
- Develop, recommend, implement and administer comprehensive policies, procedures, goals, objectives and standards regarding University-wide information technologies.
- Provide leadership and guidance on the selection and acquisition of hardware and software necessary to meet the needs of the University community.
- Develop the department's annual budget and review and monitor the budget throughout the fiscal year to ensure appropriate expenditure of funds.
- Develop multi-year infrastructure investment plans in cooperation with the campus Budget Officer, and others.
- Prepare detailed and comprehensive written and oral reports and recommendations and makes presentations to the administration, appropriate student, faculty and academic staff governance groups, committees, boards, and other departments and staff.
- Select, assign, supervise and evaluate staff and handles any personnel concerns of the staff.
- Apply principles of continuous improvement in Performance Excellence to information technology services, telecommunication services, and learning support services.
- Works close with Registrar in maintaining digital student records.
- Perform other related duties incidental to the work described herein.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

REQUIREMENTS:

Foreign Language Requirements:

Foreign Language proficiency strongly required – Korean

Educational Requirements:

- Graduation from an accredited college or university with a Bachelor's degree in information technology, information management, or a closely related discipline
- Preferred: Project, budget and personnel management experience and responsibilities.
- Preferred: A Master's degree in project management, business administration, public administration or another related field.

Professional Job Experience Requirements:

- Work requires two years experience in programming in a widely used computer language.
- Thorough knowledge of the current principles and practices for the management of information technologies, systems analysis, design and operation.
- Thorough knowledge of the current uses, requirements and operation of computer and peripheral



equipment.

- Thorough knowledge of current project management principles and techniques.
- Thorough knowledge of current information and data security principles, practices and technologies.
- Considerable knowledge of administrative, managerial and supervisory principles and practices.
- Ability to deliver computing and networking services in a large and complex environment to a diverse clientele (University constituent).
- Ability to understand the role of Information Technology in a University setting.
- Ability to research and analyze detailed information and make appropriate recommendations.
- Ability to plan, develop, implement and evaluate projects and programs.
- Ability to coordinate, supervise and evaluate the activities of staff.
- Ability to plan, organize and effectively present ideas, concepts and recommendations, both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Must have a demonstrated commitment to or experience with racially diverse population.

REPORTING DUTIES:

Reporting Responsibility to:

- Director of Academic Affairs
- President

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.