

# Position Description for Contract Professional Appointments

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Montana State University

<input type="checkbox"/>	Vacant Position-No Change
<input type="checkbox"/>	Vacant Position-Revised
<input type="checkbox"/>	New Position
<input checked="" type="checkbox"/>	Revised Position Description for Incumbent
Position Number:	<u>4C5334</u>
Department:	<u>Information Technology Center</u>

## 1. General Information

01/01/2009

Administrative Systems, Director

Date

Position Title

Craig Deaton

Name of Incumbent

Employee Signature

## 2. Required Signatures

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean/Director/VP

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## 3. General Statement Describing Expectations of the Position.

(In one or two sentences, summarize the purpose of the position)

This position reports directly to the Chief Information Officer (CIO) with overall responsibility within the Information Technology Center (ITC) for planning, implementation, and operation of the Montana State University's enterprise administrative information system (Banner) for the four campuses of MSU.

Banner provides database management, transaction processing, Web services, reporting, and security for finance, accounts receivable, student records, financial aid, and general person functions as well as related services for interfaces to the state accounting and procurement card systems.

#### **4. Duties and Responsibilities.**

(List essential functions (primary duties) of the position.)

- a. Management of the Administrative Systems Group staff for the various Banner modules including Finance, Human Resources, Student, and Financial Aid.
- b. Short- to intermediate-term planning of administrative information systems, sharing responsibility for long-term planning responsibility with other directors, the CIO and stakeholders. Breadth of information technology responsibilities includes application development environments, database management systems, Web services, and software systems used by or that interface with Banner or other AIS systems. The position collaborates with the Director for Network Systems and Operations on resolution of issues involving the data networks and machine resources that support the AIS environment.
- c. Responsibility for the data integrity, security, reliability, and availability of administrative information systems and the related systems infrastructure. Responsibility for the currency of these systems and services to meet emerging organizational needs.
- d. On-going development, with the CIO of the vision for administrative information systems and services at Montana State University's four units.
- e. Devising and implementing technology solutions required to meet current and future needs of MSU.

#### **5. Work areas or assignments.**

(Describe areas over which the employee exercises independent authority, judgment, initiative and discretion)

Decisions and work performed by this position will have budgetary, direction, and scheduling impacts on IT projects, programs, and services of the department, division, and the four campuses of Montana State University.

The director will routinely be in contact with MSU four-campus staff and administrators, faculty and students, and vendors in order to develop and deploy services requested by our user community and to facilitate problem resolution.

Less frequent contact will be with state government IT employees, employees at the University of Montana, the Office of Commissioner of Higher Education, members of the Bozeman community, and media representatives in response to requests for assistance or information relative to IT programs or services.

**6. Extent to which the person in this position is responsible for:**

- developing & implementing policies
- establishing goals for the work unit and/or University
- control of personnel use, equipment and/or funds

The position is responsible for the development of information technology policies as they relate to the Montana State University administrative information systems. The position works with the governance councils and the CIOs of the four campuses as a part of the policy approval process. Establishment of goals for IT projects and programs as they relate to ITC and MSU is a critical function of this position. The establishment of long-term goals is conducted in collaboration with the CIO, governance councils, and the other ITC directors.

The position is responsible for the supervision of 15 FTE employees with an annual budget of approximately \$1.3 million in state funds. The Administrative Systems Group is responsible for the technical stewardship of the Banner administrative information system and its ancillary systems. While not a tangible asset, these systems represent an institutional investment of over \$10 million.

The director's position has full authority to speak and act on behalf of ITC on those projects and programs under his or her direction. The director may speak more broadly on behalf of ITC, the division, or University under the guidance of the CIO or appropriate level division/University administrator.

**7. Minimum educational and experience requirements for the position.**

(Include specialized training or supervisory experience required, as well as applicable professional certification or licenses.)

Bachelor's degree with five years of relevant, progressively responsible management experience.

**8. Required and Preferred Qualifications**

("Required qualifications" refers to the minimum and "must have" education and experience standards for an applicant to be considered. "Preferred qualifications" refers to standards that will improve an employee's ability to perform the duties and responsibilities of the position and enhance their performance.)

Required Qualifications:

Bachelor's degree with five years of relevant, progressively responsible management experience.

Excellent interpersonal, communications, organizational, and negotiation skills are required.

Direct experience managing enterprise-wide information technology and staff.

Strong project management skills with demonstrable experience in the management of large and complex technical initiatives and development projects.

A broad understanding of administrative information systems, business processes, security, database management systems and application architectures.

#### Preferred Qualifications

An advanced degree or equivalent professional experience.

## 9. Knowledge, Skills and Abilities.

(Focus on results-oriented accomplishments, i.e. skill in use of Microsoft software; ability to work cohesively and productively in a team-oriented environment; knowledge of MSU policies and procedures. etc.)

Ability to operate strategically by seeking technology opportunities to meet business needs and articulating a vision of how such services might be implemented and maintained and the ability to recognize emerging threats and propose a course of action to mitigate them.

Ability to manage and develop staff skills that will allow the independent design, development, and management of information and reporting systems of a highly technical nature. The director must be capable of supervising a team of highly specialized technical support personnel. He or she must be capable of articulating project charters, defining project roles and responsibilities, mobilizing resources, planning actions, and reporting progress, in order to successfully manage projects of a technical nature.

Thorough knowledge of medium- to large-scale computing systems, client/server systems, and Web-based systems, capable of supporting large administrative information systems and related applications.

Working knowledge of computer operating systems, command languages, transaction processing techniques, relational database management systems, programming languages and the ability to apply a broad range of knowledge to their proper use in administrative information system development, maintenance, and production control.

Contemporary awareness of the issues and limitations of desktop computing, client/server applications and web-based architectures.

Working knowledge of information systems security threats and mitigation tactics.

Abilities are complemented by skills that are developed through formal training in areas of project management, database management, security, strategic planning, information systems management and staff supervision. Optionally, certain training such as database management and project management may be certified.

## 10. Additional Information

( List any unusual requirements for the position such as: repetitive movements; extensive standing or sitting; lifting requirements; possess or have the ability to obtain a Montana Drivers License, etc.)

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