

Position Description for Contract Professional Appointments

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: _____	
Department: Information Technology Center	

1. General Information

01/01/2009

Academic Computing, Director

Date

Position Title

Gwen Jacobs

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, development, and implementation, of the Montana State University's academic computing solutions and services. This position is a member of the CIO's

senior management team, sharing responsibility for overall guidance, advisement, and policy development for University IT operations.

4. Duties and Responsibilities.

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

- a. Management of the Academic Computing Group.
- b. Short- to intermediate-term planning of academic computing solutions, 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 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 computing environment.
- c. Responsibility for the data integrity, security, reliability, and availability of academic computing solutions 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 academic computing services.

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, faculty, students, and administrators 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 academic computing services. The position works with the governance councils 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 7 FTE employees with an annual budget of approximately \$584,340 in state funds and \$77,000 in designated funds.

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 application development and staff.

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

Experience with academic computing needs, including instructional and research computing requirements.

Broad understanding of computing security, database management, and application development processes and architectures.

Preferred Qualifications

An advanced degree or equivalent professional experience.

Experience as a member of higher education faculty.

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 computing systems and related applications.

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

Working knowledge of IT security threats and mitigation tactics.

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.)

