

**JOB TITLE : DIRECTOR IT**

**JOB FAMILY : INFORMATION TECHNOLOGY**

**BAND : I**

**FLSA : EXEMPT**

**JOB CODE : 10261**

**MAIN FUNCTION:**

Lead, plan, implement, and direct one or more broad functional areas in support of information technologies. These technologies include operating systems, micro/mini and mainframe computing, network communications, and terminal hardware.

**ESSENTIAL DUTIES & RESPONSIBILITIES :**

Perform many simultaneous and interconnecting activities in planning, facilitating, and supporting information technologies. This includes defining and facilitating appropriate policies, campus-wide standards, plans, and controls for information technologies.

A functional area in support of information technologies includes those activities comprising the planning, direction, development, and deployment of infrastructures, products, or services that enable faculty, staff, and students to apply information technologies in the performance of daily tasks. Such activities also include determining and anticipating requirements, and matching capabilities and directions to meet these requirements effectively.

A functional area might focus on specific applications or products of information technologies (e.g. electronic communications systems, such as electronic mail, FAXmail, image mail, digital voice mail, electronic bulletin boards, conferencing systems); on specific infrastructures of information technologies (e.g. configuration management and control software for voice, data, and video networks); or on

Work collaboratively and negotiate as needed to ensure the effective identification and resolution of issues having very complex systemic genesis or impact, and to avoid competing with or jeopardizing other established organizational or institutional priorities.

Work with the Vice President for Information Technologies in formulating organizational policies and procedures; plan for strategic and tactical research, planning, and developmental activities.

Direct high-level research and development activities having national stature, or lead cross-organizational functional teams to accomplish the organization's strategic priorities.

**JOB PROFILE :**

MINIMUM EDUCATION : Master's degree or equivalent.

MINIMUM EXPERIENCE: More than 10 years of experience or equivalent.

IMPACT: Accountable for activities which have a significant impact on operations, resources or the University's reputation.

CONTACTS INSIDE THE UNIVERSITY: Contacts involve high-level interaction on matters which are of considerable diversity and may involve University activities that are highly sensitive or confidential.

CONTACTS OUTSIDE THE UNIVERSITY: Contacts involve developing and making presentations and negotiating with others.

CONTACTS WITH STUDENTS: None to limited contact with students.

SUPERVISION GIVEN: Responsible for providing broad supervisory direction to senior managers across the entire institution.

COMPLEXITY: Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs. Duties generally are numerous and extremely diverse and include a wide variety of unrelated processes and work methods. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment.

LEVEL OF DECISION MAKING : Responsible for making decisions concerning policy-setting, research, planning or students.

EFFECT OF DECISION MAKING: Decisions directly affect more than one college, school, administrative unit, etc.

FREEDOM OF ACTION: Little direct supervision of activities, with considerable latitude for exercising judgment and self-direction.

WORKING CONDITIONS: Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.

***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***