Position Description

<table>
<thead>
<tr>
<th>Classification Title:</th>
<th>IT Director II (Inst) (B) (<a href="#">link</a>)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working Title:</td>
<td>Asst. Director, Information Technology – Application Development</td>
</tr>
<tr>
<td>Supervisor’s Working Title:</td>
<td>CIO</td>
</tr>
<tr>
<td>Hours/Shift:</td>
<td>40 hours per week</td>
</tr>
<tr>
<td>Department:</td>
<td>Information Technology</td>
</tr>
<tr>
<td>Supervisory Position:</td>
<td>☑ Yes ☐ No</td>
</tr>
<tr>
<td>Employee Category:</td>
<td>Academic Staff</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>☑ Exempt ☐ Non-exempt</td>
</tr>
<tr>
<td>Date Created/Updated:</td>
<td>5/17/2022</td>
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</tbody>
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Position Summary

The Assistant Director for “Information Technology – Application Development” manages services and support for critical business functions of the university. The position also plays a key role in defining and evolving the technologies and services Information Technology provides to meet new needs in a constantly evolving educational environment, including developing and implementing strategic plans for enterprise IT.

This Assistant Director is responsible for the personnel management and activities of the staff within the Applications and Development unit inside Information Technology, and reports to the Chief Information Officer.
<table>
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<tr>
<th>Primary Responsibilities:</th>
<th>% of Time Spent</th>
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Responsibility Title (Group like duties under one type of Title. Title examples: Administration, Clerical, Supervision/Leadership, General Payment Services, etc.)

Management and Supervision
- Directs strategic information technology planning initiatives and establishes objectives to ensure appropriate use of financial, administrative, and staffing resources in alignment with institutional strategic plans.
- Develops operating policies and procedures to comply with regulations, institutional policies, and objectives.
- Serves as the primary liaison for requests, issues, and plans representing the interests of business areas of the university to internal and external stakeholders of enterprise IT services.
- Exercises supervisory authority, including hiring, transferring, suspending, promoting, managing conduct and performance, discharging, assigning, rewarding, disciplining, and/or approving hours worked of personnel in this unit.
- Develops and audits budgets related to the services this unit provides.
- Supervise and mentor the employees on the Applications and Development teams that provide support and development in the areas of: web (internet/intranet), third party application support, in-house applications development, the student information system, interfaces and supporting systems.
- Provide leadership, technical direction and coordination of staff to oversee the University’s (current and future) student information system.
- Direct or delegate project related activities.
- Review project and work queues to ensure proper prioritization and balanced workloads.
- Develop the teams; clarify roles and responsibilities and develop a primary and secondary support model.
- Lead unit meetings and prepare annual staff evaluations. Conduct performance reviews, progressive disciplinary plans, and corrective measures as necessary.
- Prepare and present recommendations on policy and budgetary requirements.
- Ensure that institutional and information technology objectives are met throughout all phases of system evaluation and implementation processes.
- Promote a service centric culture.
- **Responsible Title**  
  **Technical Leadership**  
  - Work closely with other InfoTech managers and the CIO to ensure alignment of activities.
  - Lead efforts and oversee processes relating to the Student Information System.
  - Evaluate the effectiveness and make recommendations for necessary changes for UWSP's web application technologies to meet business needs including the content management, usability, and support of the systems.
  - Work with stakeholders and other InfoTech Managers to develop Service Level Agreements (SLA’s).
  - Ensure best practices are utilized for development and testing of applications.
  - Ensure best practices are utilized for application deployment and fixes into production.
  - Ensure that the team is working within an approved maintenance window when making changes to a production environment or impacting a service. (Change management.)
  - Execute project plans including: business analysis and requirements gathering, scope definition, objectives, constraints, budget, schedule, resources, and general system considerations.
  - Lead and provide oversight to the teams in the design and build of systems that support academic programs and administrative units.
  - Ensure all applications are documented, service dependencies defined, procedures are developed, and the team is cross-trained to provide depth in service delivery.
  - Investigate and recommend information technology or system enhancements that will increase efficiencies to meet new institutional requirements.
  - Participate in the development of strategic, continuity of operations planning and implementation.
  - Ensure the use of best practices across all service and development areas.

- **Miscellaneous Projects**
- **Miscellaneous Duties**
  - Work with other UWSP departments and outside vendors.
  - Keep current on industry trends including Cloud offerings.
- Attend conferences and participate on UW committees as needed.
- Recommend training for employees.
- Other responsibilities as assigned.

### Qualifications – Knowledge, Skills, and Abilities:

#### Required Knowledge, Skills, and Abilities
- Bachelor’s degree in relevant field preferred.
- Minimum of 5 years of progressively responsible professional experience with a record of significant accomplishment in managing complex software implementations.
- Excellent communication and interpersonal skills.
- Demonstrated experience in team building, collaboration, organizational assessment, decision-making, staff development, systems expertise and pro-active problem solving.
- Accomplished in managing people, process and projects.
- Experience working in higher education is highly desirable.
- Experience with computer applications and systems programming principles, concepts, and techniques.
- Proficiency with planning, leading, and monitoring large and complex hardware and software implementation projects.

#### Preferred Knowledge, Skills, and Abilities
- Manage, mentor and lead application and web developers
- Project planning and leadership proficiency
- Extensive experience with Student Information Systems or ERP system
- Collaboration with managers, customers and stakeholders
- Strategic and tactical planning
- Supervision of technical staff, employee evaluation and discipline
- Expertise in application designer tools and programming and reporting tools
- Proficient with managing a complex environment
- Understanding of the culture and uniqueness of higher education

### Physical Effort/Demands:
- Sitting
- Standing
- Walking
- Lifting your arms above your head to reach high, possibly difficult, areas
- Kneeling
- Squatting
- Stooping
- Frequently lift 1 – 10 pounds
- Occasionally lift 15 pounds

### Equipment Operated:
- Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices

### Working Environment:
The noise level in the work environment is usually quiet.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

________________________________________ ____________________
Employee Name       Date

________________________________________ ____________________
Employee Signature       Date

________________________________________ ____________________
Supervisor Name     Date

________________________________________ ____________________
Supervisor Signature     Date