

IT Manager

Position Summary:

Provides leadership and management of an IT service or function within a unit, a department or a school. Within the scope of the positions responsibilities, assimilates technical opportunities and challenges then develops alternatives and possibilities for recommendation and implementation within established time frame and budget. Leads and develops staff such that organizational priorities are accomplished.

Key Roles and Responsibilities

Manage the design, installation, modification and operation of information technology and /or communications equipment or services for the unit, department, school or encompassing multiple units. Ensures that priorities are adhered to.

Provides project management: develops, maintains and communicates project plans and schedules, allocates resources, assigns tasks, prioritizes requirements, provides reports and communicates progress. Adjusts project plans with changes in technology or environment.

Investigates alternatives and researches emerging technology. Prepares short and long range plans for the unit/department/school's information technology such that it supports the overall mission and strategic direction.

Fosters collaboration and liaisons with other managers, both within the department/school/unit, or within the University and/ or with external sources to facilitate ideas, develop initiatives or solutions, or for project management planning and implementation.

Plans and recommends purchase of information technology hardware, software, peripherals, or services.

Evaluates vendor proposals or technology products and recommends new technologies that will achieve efficiencies, provide additional capabilities,

enhance current processes, or eliminate risks. Ensures the vendor products and services meet the technical specifications and policies set by the University.

Coordinates with ITC or other centralized IT organization when necessary to ensure consistency of processes and policies and to leverage vendor pricing structures where possible.

Manages staff by leading and influencing; encourages and develops plans for career and professional development. Creates opportunities for employees to gain work experience utilizing new skills. May manage subordinate supervisory staff.

Coordinates and allocates human or financial resources ensuring consistent, high quality operation of the department/school/unit is achieved.

Communicates/facilitates organizational goals, applies delegation strategies to increase productivity. Creates high performance teams that generate innovative solutions to problems; leads team in working in situations where there are competing deadlines, resources and requirements. Creates an environment where team takes independent action.

Develops and implements departmental standards, policies and procedures. Sets standards and solicits feedback to ensure effective use of resources. Issues are addressed timely, competently and to the customer's satisfaction.

Communicates administrative policies, procedures and updates to staff and ensures adherence to established University policies and procedures, objectives, quality assurance programs, safety standards, etc.

May provide high level technical advice and guidance to staff. May devise and implement solutions to complex technical problems.

Authorizes budgeted expenditures and ensures proper accounting practices to conform with State, UVa and audit regulations.

Produces managerial reports and documentation as necessary.

