

UNIVERSITY OF ARIZONA
DEPARTMENT OF HUMAN RESOURCES
CLASSIFIED STAFF EMPLOYEE JOB DESCRIPTIONS

JOB CODE: 73060

TITLE: Information Technology Manager

IT PAY BAND: B13

FLSA: Exempt

Purpose of Classification:

Manages, plans, organizes, schedules, prioritizes, assigns and reviews the work of assigned Information Technology (IT) staff.

Distinguishing Characteristics:

This is first in a series of three classifications. It is distinguished from the Information Technology Manager, Senior which defines, plans, organizes, and manages the activities, mission and operational priorities of a mid-sized IT unit.

Example of Duties:

- Manages, plans, organizes, schedules, prioritizes, assigns, and reviews the work of assigned information technology staff; monitors workload, deadlines, goals and progress.
- Trains staff and ensures application of current performance, policy and processing standards.
- Conducts analysis and provides input into information technology strategic planning. Participates in budget development.
- Plans, organizes and serves as project manager on large/complex information technology projects.
- Evaluates emerging technologies and identifies hardware, software, and other resources necessary to accomplish unit tasks within budgetary constraints. Recommends the purchase of hardware/software.
- Establishes unit standards and policies; implements and recommends actions to improve work flow, simplify operational and reporting procedures and improve performance standards.
- Coordinates unit activities with vendors, users and other operational units.
- Maintains work, time and cost records. Writes status reports, including conclusions and operational recommendations.
- Supervises two or more full-time employees or their equivalent, on a regular basis.
- Makes decisions regarding hiring, evaluation, promotion and termination of employees, or makes related recommendations that are given particular weight.

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Knowledge, Skills and Abilities:

- Knowledge of supervisory practices, principles and techniques.
- Knowledge of the principles, practices and techniques of providing computing services in an academic environment.
- Knowledge of current computer hardware, software and emerging technologies.
- Skill in supervision (e.g., selecting, training, assigning and reviewing work, leading and motivating, appraising and supervising performance.)
- Skill in establishing and maintaining standards, policies, and operational effectiveness of information technology staff.
- Skill in analyzing operational efficiency.
- Skill in managing projects.
- Ability to communicate effectively verbally and in writing.

Minimum Qualifications:

- Seven years of progressively responsible information technology experience including one year of supervisory experience; OR,
- Bachelor's degree in Management Information Systems or a related field AND four years of information technology experience which includes one year of supervisory experience; OR,
- Any equivalent combination of experience, training and/or education.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities of any particular position. Essential functions and overtime eligibility may vary based on the specific tasks assigned to the position.

Prepared: 05/01/09