

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

JOB CODE: 73062

TITLE: Information Technology Manager, Principal

IT PAY BAND: B15

FLSA: Exempt

Purpose of Classification:

Defines, develops and directs the mission and operational priorities of an Information Technology (IT) unit that may include one or more IT managers or supervisors and/or advanced level technical staff.

Distinguishing Characteristics:

This is the third 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:

- Defines, develops and directs unit mission, scope, operational priorities, standards, policies and implementation plans including milestones and performance metrics. Takes action to improve work flow, simplify operational and reporting procedures and improve performance standards. Directs assigned information technology staff. Negotiates working agreements, represents section interests and coordinates operations with other organizational entities.
- Plans, organizes, directs and controls project teams and all business aspects related to large/complex information technology projects. .
- Directs analysis, communicates with colleagues and senior management to provide significant input into policy and procedure development, strategic planning decisions, and the resolution of operational issues.
- Directs the evaluation of emerging technologies; reviews recommendations and procures hardware, software, and other necessary resources.
- Directs and develops budget and ensures program expenditures adhere to approved budget. Maintains work, time and cost records. Writes status reports, including conclusions and operational recommendations.
- Leads and coaches staff concerning highly complex technical and operational questions and performance expectations; develops staff technical and/or management skills.

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Knowledge, Skills and Abilities:

- Knowledge of management 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 defining program objectives and establishing information technology standards, policies and budgets.
- Skill in analyzing and improving operational effectiveness.
- Skill in program analysis and strategic planning.
- Skill in managing multiple projects, including development and management of budget.
- Skill in managing the work of others, including leading and motivating managerial staff.
- Ability to communicate effectively verbally and in writing.

Minimum Qualifications:

- Ten years of progressively responsible information technology experience including three years of supervisory experience; OR,
- Bachelor's degree in Management Information Systems or a related field AND seven years of information technology experience which includes three years 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