Assistant Director, Technology Resources Business Services

Job Code 50010755

General Description
Responsible for procurement of Information Technology hardware, software, and services including requisition preparation and approval, asset creation and payment validation.

Examples of Duties
Administer Computer Replacement Program.
Monitor and negotiate price and configurations of computers for the university.
Process Academic Computing Committee grants for hardware and software.
Create/maintain databases.
Oversees software contracts.
Manage renewal of recurring contracts.
Approve requisitions.
Ensure purchasing transactions comply with policy and procedure.
Resolve any problems with purchases and deliveries.
Assist with determination of software standards.
Stay abreast of technology and industry changes and trends.
Maintain Dell and Apple computer purchasing web pages.
Lead projects as needed.
Perform other duties assigned.

Knowledge, Skills, and Abilities
Knowledge of: State and Federal laws; University policy; SAP; personal computers and their various functions; Institute processes and procedures.
Skill in: Working as a team member; preparing clear/concise reports, letters, memos, and requisitions and prioritizing workload for self and others.
Ability to: Negotiate; work under pressure; analyze and solve problems; document processes and procedures and interpret technical documents.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements