Associate Vice President, Technology Resources

Job Code 50009013

General Description
Responsible for the coordination and planning of information resources; the acquisition of University computer equipment; and the coordination, development and acquisition of information systems activities.

Examples of Duties
Coordinate the daily operations of technology resources.
Provide guidance toward the goals established by the President’s Cabinet.
Supervise, monitor, and assist in the development of the technology resources goals and objectives.
Develop University policies for information resources.
Prepare justifications and specifications of proposed computer hardware/software procurement.
Negotiate hardware/software procurement.
Monitor monthly expenditures and budgets of all accounts.
Monitor and evaluate computer and network performance.
Monitor and revise as necessary the Administrative Computing Disaster Recovery Plan.
Assist development of the Information Resource Strategic Plan and the Biennial Operating Plan.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
software development; of computer hardware and peripheral equipment; of database design; of project management tools and concepts; and of state and federal laws and University policies and procedures concerning software and hardware resource management.

Skill in:
analyzing user problems or complaints; in determining the criticality of hardware, software and network malfunctions; in resolving hardware, software, network and user problems; in prioritizing the workload of others; in supervising staff; in maximizing system performance.

Ability to: evaluate problems and situations; in identifying the best course of action; in communicating to staff and other University employees; to resolve hardware, software, network and user problems; to prepare reports, letters, and proposals; to complete purchase requisitions and specifications; to interpret contracts and license agreements, complex technical documents, detail charts, graphs, feasibility studies, cost/benefit analysis, and policies and procedures.

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