HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Director of Information Systems	**SALARY GRADE:**	HU-15
DATE REVISED:	December 1, 2014	**EEO CODE:**	01
JOB CODE:	2102	**FLSA STATUS:**	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	**POSITION NO:**
REPORTS TO:	**GRANT:** ☐ **No** ☐ **Yes**

BASIC FUNCTION:

Performs highly advanced (senior-level) managerial work providing direction and guidance in strategic operations and planning. Work involves establishing the strategic plan and goals and objectives; coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Operates with broad authority and is a member of an administrative leadership team. Reports directly to the Assistant/Associate Vice President or another senior executive.

SUPERVISORY ACCOUNTABILITY:

Responsible for making recommendations in the areas of compensation, staff selection, disciplinary actions, complaints, staff performance appraisal and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.

NATURE AND SCOPE:

Internal contacts include executives, administrators, facility, students and staff of the department and the university at large. External contacts include consultants, representatives from other colleges and universities, visitors and the general public.

PRINCIPAL ACCOUNTABILITIES:

Provide leadership and vision for the work unit.

Set goals for the work unit and organizes resources to achieve the goals.

Align departmental goals with the university mission statement.

Responsible for supervision and goal setting of professional and support staff.

Contributes as a strategic member of a administrative leadership team.

Responsible for the implementing and maintaining area budget.

Responsible for providing strategic reports and recommendations to administration on the activities in assigned areas.

Responsible for program development and evaluation.

Represent the department on university and community committees.

Review project plans to plan and coordinate project activity.

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Manage backup, security and user help systems.

Develop and interpret organizational goals, policies, and procedures.

Develop computer information resources, providing for data security and control, strategic computing, and disaster recovery.

Consult with users, management, vendors, and technicians to assess computing needs and system requirements.

Stay abreast of advances in technology.

Meet with department heads, managers, supervisors, vendors, and others, to solicit cooperation and resolve problems.

Provide users with technical support for computer problems.

Recruit, hire, train and supervise staff, or participate in staffing decisions.

Evaluate data processing proposals to assess project feasibility and requirements.

Perform other job-related duties as assigned.

CORE COMPETENCIES:

Solid understanding of networking/distributed computing environment concepts. Understands business implications of decisions and aligns work with strategic goals; Demonstrates knowledge of Information Systems.

Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Effective leadership and management skills.

Experience managing a large complicated budget.

Skill in program development and execution.

Excellent communication and presentation skills.

Documented success as an innovator and creative problem solver.

Competence in oral and written English.

Ability to establish and maintain effective and harmonious work relationships with staff, faculty, students, university officials and the general public.

MINIMUM

HOWARD UNIVERSITY
Position Description

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JOB CODE:	2102	**FLSA STATUS:**	Exempt
BARGAINING UNIT:	N/A		

REQUIREMENTS: Bachelor's degree and 10-12 years of relevant experience. 15 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation and Performance Management