

# The University of Texas at San Antonio

## *Job Description*

---

Job Title: OIT Manager, Platform Application Services  
Code: 17529  
Salary Grade: 65  
FLSA Status: Exempt  
Department/Division: Office of Information Technology, Infrastructure Services  
Reports To: Director, Infrastructure Services

---

## *Summary*

- Function: To oversee the management of cloud and on premise enterprise application services and provide leadership and guidance to all Platform Application Services staff.
- Scope: Responsible for identifying new, innovative ways to improve technology resources for the university.

## *Duties*

- Typical:
  1. Provide leadership and oversee the specification acquisition development and implementation of emerging technology solution for use by administrative, student service office and faculty.
  2. Provide for the training, direction and career development of assigned personnel.
  3. Provide effective communication and sustain positive customer relationship with all office and department at UTSA
  4. Exercise independent judgment based on extensive technical or specialized knowledge and experience
  5. Delegates assignments and provide leadership and on the job supervision on assigned full-time and part-time personnel
  6. Ensures maximum effectiveness of all assigned work groups by maintaining a proper organizational structure.
  7. Recruiting, hiring, training, and promoting staff while identifying problem areas and quickly resolving those.
  8. Develops and refines short term/long term plans, policies and procedures and communicates to the University community.
  9. Participates in technology-related activities for the University, State and community
  10. Works closely with other OIT staff to advise and to provide direction regarding the delivery of IT services to the University.

<p>11. Aligns plans to project goals and objectives.</p> <p>12. Is kept informed of pertinent emerging technologies. Implements cost savings or containment recommendations. Invests money in projects, products, or services that solve business problems. Determines measurable goals.</p> <p>13. Complete and well thought out plans are developed and followed for all major projects. Plans staff time and make assignments to staff to ensure most efficient use of staff time. Project requests are prioritized and assigned to staff in timely manner in order to meet desired completion date.</p> <p>14. Develops and promotes standard operating procedures within cloud and on premise enterprise application services environments.</p> <p>15. Consults on server application design.</p> <p>• <u>Periodic:</u></p> <p>1. Assists with special projects as needed.</p>
---

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor’s degree from four year college or university within area of assigned responsibility.	N/A
Technical experience may be substituted for a degree on a year for year basis.	

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Must have ability to effectively manage personnel along with a demonstrated ability to effectively lead and manage successful implementations of emerging technologies.	N/A
Strong problem solving and troubleshooting skills and the ability to exercise mature judgment.	
Well-developed customer service skills and proven ability to develop and sustain productive customer relationships	

***Experience***

<b>Required</b>	<b>Preferred</b>
Five years of experience in with server operating system administration (Microsoft Windows or LINUX experience).	N/A

### ***Equipment***

<b>Required</b>	<b>Possible</b>
Personal computer and standard office equipment.	N/A
A personal mobile device is an employment requisite for this position.	

### ***Working Conditions***

<b>Usual</b>	<b>Special</b>
While performing the duties of this job, Work is performed in an office environment with occasional work in a data processing environment.	The employee is occasionally required to stand or walk
While performing the duties of this job, the employee is regularly required to sit and talk or hear.	The employee must occasionally lift and move up to 40 pounds.

### ***Supervision***

<b>Received</b>	<b>Given</b>
Limited supervision from Director.	Direct supervision of assigned staff

### ***Accuracy***

Proficiency in all phases of the duties performed.
--

### ***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
---

### ***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
---