The University of Texas at San Antonio

Job Description

Job Title:	IT Operations Manager, COEHD
Code:	19314
Salary Grade:	61
FLSA Status:	Exempt
Department/Division:	College of Education and Human Development
Reports To:	In accordance with departmental policies

Summary

- Function: To provide management and professional technical analysis in support of COEHD management technology and processes.

- Scope: Responsible for the long-term planning, development, and implementation of the technology and computer lab resources.

Duties

- Typical:
    1. Manages day to day COEHD computer laboratory operations and facilities in support of faculty, students, and research.
    2. Acts as the official liaison between COEHD and the Offices of Information Technology at UTSA. Acts as a liaison between the designers of systems and the users of the systems and recommends appropriate applications within the system requirements.
    3. Establishes and maintains departmental operational standards, procedures and programming conventions.
    4. Administer department website development, updates and maintenance.
    5. Serve as project lead for COEHD lab and technology related projects.
    6. Analyzes existing systems and procedures and evaluates system performance according to current requirements.
    7. Researches new technologies and products and recommends implementation. Specifies equipment purchases and oversees testing and implementation of new technology and products.
    8. Organizes, schedules and monitors IT related projects for COEHD. Assists with project implementation.
    9. Maintains detailed reports and records of accounting data including the preparation and tracking of budgets.
    10. Maintains budgets; monitors and reconcile accounts
    11. Performs other duties as assigned.

- Periodic:

1. Performs cost analyses for system changes.

Education

Required	Preferred
Bachelor's degree in Information Technology or a related field.	N/A

Other Requirements

Required	Preferred
Ability to exercise initiative, independent judgment, discretion and flexibility. Ability to work effectively with a variety of professionals, administrators, and support staff. Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
Four years of support experience in a computer related field to include two years in a supervisory capacity.	Four years of supervisory experience in analysis, systems design or programming.

Equipment

Required	Possible
Knowledge of the capabilities of medium size computer systems. Printers and other office equipment.	N/A

Working Conditions

Usual	Special
Usual office conditions.	Occasionally works in areas with restricted movement.
	Must be able to lift 60 pounds with or without accommodation.

Supervision

Received	Given
General supervision from supervisor.	Direct supervision of assigned support staff.

Accuracy

Highest degree of 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.