

University of Houston – Clear Lake

Position Description

Job Title: **Director, Applications and Systems Infrastructure**

Job Code: **3909**

Pay Grade: **008** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelors degree in Management Information Sciences.	
Experience	Five years experience in the management of information systems development and deployment or related field.	Experience in Project Management of Enterprise applications. Experience in managing database, networking and systems management staff.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

This position directs the deployment of hardware and delivery of application and operating systems software to the University of Houston Clear Lake user community. The position oversees the development and implementation of the technical architecture for Enterprise and departmental applications and servers. The position manages the network, operating systems, database, web administrator, and applications development staff for the university. The position requires a person able to evaluate and plan for future technology acquisitions, manage the activities of a talented and highly skilled staff, work with users in developing technology infrastructure solutions, and ensure that the information needs of the university are fulfilled. The position requires strong project planning and management capabilities as well as hands-on technical skills. Technical skills include a comprehensive knowledge of system design in an on-line and batch environment, requirements definitions, software development and life cycle management, database design and management, knowledge of the COMPAQ/VAX VMS and NT operating systems, and client/server management.

Duties and responsibilities	% Time
Lead and direct the Application Development staff in planning, designing, and maintaining information systems that take advantage of current and emerging technologies.	30
Lead and direct the network and systems administration staff in planning, acquisition, and management of network and computing support systems.	30
Lead and direct the web management staff in planning, development, and managing the university and departmental web sites.	20
Assist senior and department managers with the budgeting, planning, and acquisition of new computer technologies. Assist with university efforts to develop and deploy an Enterprise business model for web based e-commerce. Maintain an up-to-date knowledge of technology and its applications in a higher education environment. Participate in global, national, state, regional, and local organizations for coordination, communications, and cooperation. Ensure that the technical staff is kept abreast of new technologies and maintains an adequate level of expertise through proactive training initiatives. Work with other University of Houston System departments to	20

coordinate joint projects.	
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<p><i>This position description describes the general qualifications, duties and responsibilities of work being performed.</i></p>
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