University of Houston – Clear Lake
Position Description

Job Title: **Executive Director, University Computing & Telecommunications**

Job Code: **2108**   Pay Grade: **009**   FSLA: **EX**

Location: **UHCL**   Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	A Bachelor's degree in Computer or Management Information Systems, Instructional Technology, Business Management, Public Administration, or related field.	Masters, Doctorate or other advanced degree in Computer Management Information Systems, Instructional Technology, or related field.
Experience	A minimum of six years experience in a senior computing management; or related senior faculty position, with a demonstrated ability in management, oral and written communication and knowledge of future technological trends impacting education.	At least eight years of experience in a senior computing management position in an educational environment.
License/Certification		

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

POSITION SUMMARY

The UCT is a university-wide computing and telecommunications resource for students, faculty, and staff at University of Houston Clear Lake. The UCT is comprised of a number of functional units that are responsible for the proper maintenance of hardware and software support of the academic and administrative user communities. The Executive Director for Computing is the senior campus officer for all Computing and Telecommunications Services. The scope of this position includes Administrative Computing, Academic Computing and Telecommunications. Responsibilities include executive leadership for all computing and telecommunications personnel, the formulation of all plans and budgets for both the near and long term, and for directing, organizing, and coordinating the UCT resource. In discharging these responsibilities, the Executive Director for Computing reports through the Associate Vice President for Information Resources and interacts with the President, the Vice Presidents, Deans, Associate Deans, Directors, faculty, staff, and students throughout the campus. In addition, this position is responsible for the appropriate technical interfaces with UH-System and other UH Campuses.

Duties and responsibilities	% Time
Responsible for the assessment of needs and planning for computing and telecommunications. Develop, implement, and monitor budgetary plans and goals in accordance with the University of Houston-Clear Lake priorities and shared governance structure.	20
Responsible for the organization, implementation, and operation of academic computing, administrative computing, networks and telecommunications. Create and recommend policies, procedures, and guidelines for the UCT Department through the appropriate shared governance structure.	20
Recruit, hire, train, evaluate, and develop a professional staff to guide, execute, and participate in the delivery of academic and administrative computing and technology services for the University.	15

As appropriate, communicate and interact with the University of Houston System to ensure the computing and telecommunications programs of the University are meeting UHCL needs. Interact with other educational institutions in a cooperative environment to enhance academic technology programs.	15
Interface with major vendors of technology products and services to ensure that appropriate expenditures and investment of University funds in technology programs, yield maximum return for the university. Act as liaison to local, state, and federal agencies with respect to UHCL programs and mandated governmental requirements; and be responsible for the preparation of a variety of reports to these agencies.	10
Create a high quality software development and support environment, including standards, documentation, and procedures, utilizing current technological tools to enhance professional productivity. Coordinate the systematic planning for and implementation of the upgrades of computing and telecommunications hardware and software systems on campus to improve the productivity of students, faculty and staff as they work to meet degree, research and administrative objectives. Establish and maintain sound and productive working relationships with the senior management of each user (client) community on campus to ensure that University Computing is providing responsive and high quality computing and telecommunications services.	10
Serve as an active member on a variety of University committees for the purposes of planning the delivery of technology programs.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.