



**Job Specification**

**Job Title: Department Technology Manager**  
**BCAT Code: 460XAT**  
**Pay Grade: G19**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Exempt**

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**Job Description:**

Responsible for coordinating the overall integration, performance, and maintenance of information technologies (internet, database, etc) in a department.

**Job Duties/Responsibilities:**

- Defines and consults with staff and faculty the implementation of information technologies (internet, database, etc) policies and procedures.
- Acts as college representative on university committees in matters relating to department information technologies.
- Oversees the analysis of technology resources and equipment (software and hardware) and implements change.
- Manages the design of tools and resources necessary to deploy or maintain information technologies (internet, database, etc) and supervises workstation support services.
- Designs, develops, and publishes electronic documents using information technologies.
- Ensures the development and implementation of technology security measures.
- Prepares reports and maintains customer records, knowledge, and practices in the field of information technology.
- Trains users in various aspects of electronic document production and publication.
- Perform other information technology related duties as assigned.

**Knowledge, Skills, and Abilities:**

- Knowledge of data processing principles and practices in information technology.
- Knowledge of large integrated systems and event driven programs.
- Ability to multi-task, train staff, and use independent judgment.
- Knowledge of Windows and programming languages (C, C++, Visual Basic, Pearle, Java, CGI, relational databases (Oracle), middleware, LANs, etc).
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

**Minimum Hiring Standards:**

A bachelor's degree and 4 years of related experience, or a combination of education and experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*