***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Executive Director, IT Service & Facilities Management**

Job Family: Information Technology Sub Family: Business Operations

**Job Summary:**

Provides strategic direction and leadership to the progress, enhancement and guidance of university network administration, maintenance and systems development for assigned school/business unit. Manages the staff needed to maintain the technology and equipment.

**Essential Functions:**

* Provides general direction and leadership for all aspects of school/business unit functions and facilities related to services in order to maintain an efficient operation.
* Manages budget; oversees IT systems, networks, applications, and integration implementation and maintenance; and coordinates of all facility management, including construction for a school/business unit.
* Partners with upper level administrators and other directors on a regular basis in setting strategic goals/objectives and budgets, and/or in fostering improvements in policies/procedures for the entire school/business unit.
* Ensures efficient recruitment/interviewing and training functions to continually review strengths and weaknesses in maintaining a staff of well-trained, highly involved, and motivated employees.
* Maintains and nurtures effective communication and partnerships throughout the campus by conferring with business unit and campus leadership on issues pertaining to the promotion and understanding of the departmental functions.
* Proactively represents the department through participation in campus meetings and special projects, as well as UMB on an external basis with USM headquarters and other system-wide units.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Information Technology, Computer Science, Systems Administration, Computer Engineering or a related field.

Experience: Seven (7) years spent progressively building a background in the various departmental functions with at least three (3) years of experience at a Management/leadership level.

Supervisory:

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E0769J

SOC Code: 113020 IPEDS: Management

EEO6 Code: Executive/Admin/Managerial State Code: 9445011

USM eCode: E21073 AAP Code: 1C