***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: **Assistant Director, IT Enterprise Applications**

Job Family: Information Technology Sub Family: IT - Enterprise Analysis

**Job Summary:**

Provides strategic direction and leadership for the implementation and ongoing support of campus-wide enterprise application systems.

**Essential Functions:**

* Reviews, evaluates, and recommends objectives, policies, and procedures to ensure that the information systems provided are of high quality, the needs of the particular function are being serviced, and functional and technical efficiency and productivity.
* Manages large/complex projects involving software systems and applications; ensures adherence to budget and schedule; and oversees effective communications between information systems personnel and campus customers.
* Manage functional and technical personnel in alignment with department and campus-wide goals/objectives in order to promote maximum staff member benefit and effectiveness as well as overall functional productivity.
* Foster and support a conducive consultant/client environment, providing business unit and campus representatives with assessment, training, and advisement in functional areas.
* Monitor, review, and evaluate ongoing functional programs and controls, assessing needs and facilitating improvements.
* Perform such administrative duties as staff supervision, performance evaluation, budgetary tracking, report formulation, and quality assurance.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Business, Human Resources, Finance, Information Technology, Computer Science, or a related field to applications

Experience: Six (6) years experience in a functional area that required the use of ERP software packages (e.g. PeopleSoft/Oracle, Banner, etc.), or other enterprise wide application software (e.g. COEUS, Maximus ERS). Extensive experience with all aspects of software development and analysis.

Supervisory: Two (2) years of direct management or leadership experience.

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: E0759I

SOC Code: 151190 IPEDS: Computer

EEO6 Code: Professional State Code: 9445011

USM eCode: E2407E AAP Code: 3A