***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, Information Technology Projects**

Job Family: Information Technology Sub Family: IT - General

**Job Summary:**

Leads the planning, design, implementation and testing of new systems for a major Information Technology project. Manages relationships between internal client and subject matter experts, and external vendors, consultants, developers, engineers, and analysts.

**Essential Functions:**

* Designs and leads with the procurement officer in the development of RFP’s and the vendor selection process for software and implementation vendors.
* Participates on campus leadership teams and/or committees which may include Human Resources, Administrative Computing, IT Steering Committee, etc.
* Directs vendor relations and serves as primary campus contact for hardware, software and implementation vendors.
* Works with campus leadership, users, central office staff and technical staff to ensure successful application conversion and implementation.
* Works closely with client groups to define critical success indicators.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Computer Science or a related field

Experience: Six (6) years spent progressively building a background in IT project management, preferably on large scale projects.

Supervisory: Three (3) years of experience at a management/leadership level.

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: E0715J

SOC Code: 113020 IPEDS: Management

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

USM eCode: E21073 AAP Code: 1C