***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 Web Development**

Job Family: Information Technology Sub Family: IT - Web Development

**Job Summary:**

The Assistant Director of Web Development collaborates with managers and senior technical staff within a school or large business unit who create web based applications involving state of the art technologies. This position provides strategic direction and leadership to a staff to ensure the deliverance of high quality products and service.

**Essential Functions:**

* Provides general direction and leadership for all aspects of instructional technology in order to maintain their efficient operation.
* Partners with upper level administrators on a regular basis in setting strategic goals/objectives, and/or in fostering improvements in policies/procedures for the entire department/unit.
* Oversees the recruitment/interviewing and training functions to continually review strengths and weaknesses in maintaining a staff of well-trained, highly involved, and motivated employees.
* 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: Six (6) years Minimum of six (6) years experience with two (2) structured programming languages and relational database management systems.

Supervisory: Two (2) years of staff supervision

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: E0774H

SOC Code: 113020 IPEDS: Management

EEO6 Code: Professional State Code: 9445011

USM eCode: E2407B AAP Code: 3A