

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2004**

**DIRECTOR OF INFORMATION SYSTEMS**

**FLSA STATUS: EXEMPT – PAY GRADE: 26 – P**

**JOB FAMILY: INFORMATION TECHNOLOGY    JOB FUNCTION: BUSINESS SERVICES**

**GENERAL STATEMENT OF JOB**

As a senior technical professional, the Director of Information Systems performs work requiring advanced knowledge in the field, and consistently exercises discretion and independent judgment when managing the College's applications/systems portfolio and related staff, budget and activities as well as the College's application related initiatives.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Design, develop, maintain and implement application systems and related schedules and processes.

Supervise the development and maintenance of College application systems.

Analyze requirements and applications for enhancing information provided to management; identify and monitor the standards for computer technology; analyze capacity requirements and recommend solutions.

Prepare functional and technical specifications for solutions to programming needs, including needs that are highly complex in nature.

Develop and present concepts and alternatives to satisfy customer application programming requirements.

Identify emerging technologies to be incorporated into college use; assess new computing technologies to determine potential value for college.

Write code, revise and adapt existing code, troubleshoot and resolve defects, and rework code.

Monitor and evaluate systems security; communicate with all levels of college personnel.

Perform and manage high-end system development and application enhancement and maintenance.

Develop and coordinate training programs for technical staff; develop and maintain effective working relationships with other departments with whom work must be coordinated or interfaced.

Prepare project plans, budgets, and objectives to facilitate the information systems and support services functions; develop and maintain pertinent policies.

Participate in development of release plans and user training plans.

Partner with vendors to incorporate the latest technologies.

Manage user and vendor relationships.

Serve on the MIS Management team (AVP, MIS Management Staff).

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Attend meetings and coordinate planning efforts as needed.

Evaluate staff, review job applications and recommend employment.

Perform other duties, as assigned.

### **SUPERVISION RECEIVED**

Supervision is received from the Executive Director of Enterprise Applications.

### **SUPERVISION EXERCISED**

Employee supervises technical staff, project teams, vendors, consultants, and other staff as assigned.

### **MINIMUM QUALIFICATIONS**

A bachelor's degree from an accredited institution supplemented by a minimum of five (5) years of related experience.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving instructions, assignments and/or directions.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, brochures, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate effectively in standard English. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

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**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with staff, students, co-workers and supervisors.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to utilize college algebra and descriptive statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in operating computers and modern office equipment and machinery.

**Manual Dexterity:** Requires the ability to handle a variety of computers and office machines, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions.