

**SAM HOUSTON STATE UNIVERSITY
STAFF JOB CLASSIFICATION DESCRIPTION**

TITLE: Director, Computer Services
Client Support

EEO CATEGORY: Administrative
JOB NUMBER: 9-0155
STATUS & GRADE: NC
DATE: 09/2010

DEPARTMENT: Computer Services

EDUCATION & EXPERIENCE REQUIREMENTS: Bachelor=s Degree in Computer Science or related field, plus six (6) years related experience. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: Coordination and vision for staff providing end user support, technology training, computer lab management, and the university web site. Work involves executive skills requiring the ability to write, interpret, adapt, and apply broad policy and direction to a variety of frequent complex situations affecting the overall organization. High level of independent judgment, resourcefulness, creativeness, and initiative is required.

SUPERVISION GIVEN & RECEIVED: Work is performed under broad direction at major administrative or professional level. Reports to the Assistant Vice President for Information Resources. Incumbent directs managerial and/or professional staff personnel.

PRIMARY RESPONSIBILITIES: Plans and administers the public relations aspect of the Information Resources division. Plans and oversees the technology education for the campus. Creates and administers internal control procedures to ensure fiscal, licensing, confidentiality, and security accountability. Coordinates the University=s planning for information resources with that of the State of Texas and the internal needs of the University, and implements these plans with acquisitions and support services. Responsible for organization, planning and evaluation of personnel, work assignments, supervision, training, priorities, and technical direction of work. Responsible for departmental administration including budget preparation and control. Performs other related duties as assigned.

OTHER SPECIFICATIONS: Strong leadership skills and ability. Ability to exercise discretion, excellent reasoning, and independent judgment. Skilled in the development of policies and operational procedures. Strong interpersonal skills, asset and fiscal resources, and management skills.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN AAAT WILL@ EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.