

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Computer Science Academic Computing Manager  
Code: 19340  
Salary Grade: 65  
FLSA Status: Exempt  
Department/Division: COS Computer Science  
Reports To: As assigned

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## *Summary*

- Function:  
To provide the technical expertise and high level decision making required to develop, coordinate, plan, implement, modify, maintain and upgrade complex and varied data communication network configurations.
  
- Scope:  
Responsible for Department of Computer Science's computing infrastructure, computing labs, and networking.

## *Duties*

- Typical:
  1. Responsible for developing, implementing and supporting both short and long term information technology plans.
  2. Provide leadership and oversee the development and implementation of emerging technology solutions utilized by student, staff, and faculty.
  3. Work to improve existing systems by reviewing faculty requests for changes, analyzing needs and making recommendations for updates and enhancements.
  4. Provide effective communication and sustain positive customer relationship with internal and external partners.
  5. Create and administer department IT policies and procedures; responsible for auditing information system use for compliance and security.
  6. Exercise independent judgment based on extensive technical or specialized knowledge and experience
  7. Design, develop, test, and maintain software application as needed.
  8. Establish and maintain departmental operational standards, procedures and programming conventions
  9. Participates in technology-related activities for the department.
  10. Aligns plans to project goals and objectives

11. Assist with special projects, as needed
<ul style="list-style-type: none"> <li>• <u>Periodic:</u> <ol style="list-style-type: none"> <li>1. N/A</li> </ol> </li> </ul>

***Education***

Required	Preferred
Bachelor's degree from four year college or university within area of assigned responsibility.	Master's Degree from an accredited institution.
Technical experience may be substituted for a degree on a year for year basis.	

***Other Requirements***

Required	Preferred
Must have ability to effectively manage personnel along	N/A
Strong problem solving and troubleshooting skills and the ability to exercise mature judgment.	
Well-developed customer service skills and proven ability to develop and sustain productive customer relationships	

***Experience***

Required	Preferred
Five years of experience in programming, systems analysis, business requirements, state audit and security requirements, and database principles including four years of management experience.	N/A

***Equipment***

Required	Possible
Personal computer and standard office equipment.	N/A

***Working Conditions***

Usual	Special
Normal office conditions.	The employee is occasionally required to stand or walk.

	The employee must occasionally lift and move up to 40 pounds.
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***Supervision***

<b>Received</b>	<b>Given</b>
Limited supervision from Departmental Director.	Direct supervision of assigned staff

***Accuracy***

Proficiency in all phases of the duties performed.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
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