The University of Texas at San Antonio

Job Description

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

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

- Periodic:
  1. N/A

**Education**

<table>
<thead>
<tr>
<th>Required</th>
<th>Preferred</th>
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</thead>
<tbody>
<tr>
<td>Bachelor’s degree from four year college or university within area of assigned responsibility.</td>
<td>Master’s Degree from an accredited institution.</td>
</tr>
<tr>
<td>Technical experience may be substituted for a degree on a year for year basis.</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Other Requirements**

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

**Experience**

<table>
<thead>
<tr>
<th>Required</th>
<th>Preferred</th>
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<tbody>
<tr>
<td>Five years of experience in programming, systems analysis, business requirements, state audit and security requirements, and database principles including four years of management experience.</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Equipment**

<table>
<thead>
<tr>
<th>Required</th>
<th>Possible</th>
</tr>
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<tbody>
<tr>
<td>Personal computer and standard office equipment.</td>
<td>N/A</td>
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</tbody>
</table>

**Working Conditions**

<table>
<thead>
<tr>
<th>Usual</th>
<th>Special</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal office conditions.</td>
<td>The employee is occasionally required to stand or walk.</td>
</tr>
</tbody>
</table>
The employee must occasionally lift and move up to 40 pounds.

**Supervision**

<table>
<thead>
<tr>
<th>Received</th>
<th>Given</th>
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<tbody>
<tr>
<td>Limited supervision from Departmental Director.</td>
<td>Direct supervision of assigned staff</td>
</tr>
</tbody>
</table>

**Accuracy**

Proficiency in all phases of the duties performed.

**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.

**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.