

JOB DESCRIPTION

Personnel Office Use Only

Position No. 111210

Non-Classified K

Classified \_\_\_\_\_

Exempt X Non-Exempt \_\_\_\_\_

POSITION TITLE: Director of Information Systems

INCUMBENT EMPLOYEE: Jim McCory

EMPLOYEE CLASSIFICATION: \_\_\_\_\_ Instructional Faculty  
\_\_\_\_\_ Administrative Faculty  
\_\_\_\_\_ Other Faculty  
X Other Unclassified  
\_\_\_\_\_ Classified

FUNCTION OF WORK: Administer the Operations of NSU Information Systems  
SUPERVISION RECEIVED: V. P. Academic Affairs  
SUPERVISION EXERCISED: Assigned Staff

DUTIES AND RESPONSIBILITIES

<u>% to Time</u>	<u>Description</u>
100%	<p>Develops, monitors, and evaluates policies and procedures for Information Systems. Establishes priorities, makes assignments to staff, and insures completion of assigned tasks on schedule and within budget.</p> <p>Develops, monitors, manages, and recommends the budget for Information Systems and associated departments.</p> <p>Evaluates, monitors, manages, and recommends maintenance contracts for hardware and software.</p> <p>Evaluates hardware and software performance and makes recommendations to the administration regarding purchases of new hardware and software.</p> <p>Establishes, monitors, and maintains an appropriate working environment.</p> <p>Holds regular staff meetings to inform Information Systems personnel of current federal, state, and university policies and procedures.</p> <p>Assist University community with development of computer related projects, requests, etc.</p> <p>Evaluates University data processing projects, including feasibility studies, analysis of benefits, costs, etc.</p> <p>Coordinates University data processing and networking projects with outside agencies.</p> <p>May perform other related duties as assigned by supervisor(s)</p>