Eastern Virginia Medical School
Management Position Description

TITLE: Executive Director Information Technology,

DEPARTMENT: Information Technology

GRADE: UNC

JOB CODE: 110

REPORTS TO: CIO

GENERAL FUNCTION:
The Executive Director of Information Technology is charged with supporting the CIO with enterprise planning and management. This position will be involved with providing the leadership and vision for information services while supporting the role of the CIO and active participation in the management of the transformation of the IS department to improve customer relationships, development efforts, asset management, service delivery management, infrastructure management and organization and staffing management.

ESSENTIAL RESPONSIBILITIES:

1. Oversee a strategic information technology plan reflecting and supporting the overall strategic plan of the medical school.

2. Serve as primary architect for information technology policies and standards across the medical school with significant input from the various departments and divisions and communicate them effectively throughout the organization.

3. Shares responsibility for the implementation and execution of IT policies and services in alignment with the overall mission and strategy of the School.

4. Provides vision and leadership in the development, integration, and management of innovative information technology initiatives supporting the school's educational, clinical, research and administrative operations.

5. Serves as a key representative of the medical school to all strategic partners and affiliated institutions on issues relating to information technology.

6. Second in command and directly responsible in the absence of the CIO for overall operational and financial management of central information technology services including data communications, electronic mail, parking, administrative/financial application development, information security (including HIPAA), systems administration, and desktop support services for the school of medicine.

7. Serve as a resource to EVMS department IT activities in the establishment of School-wide policies, security practices and overall infrastructure.

8. Enhance executive and line management's awareness of current and emerging strategies/uses of information technology throughout the organization. Inspire confidence/respect for the IT functions performed within the SOM.

9. Effectively participate in exploring innovative IT solutions to manage business challenges within the Medical School. Act as an integration point to streamline business and mission related processes for the Medical School. Manage and direct the execution of plans to ensure that goals are realized.

10. Effectively manage client relationships. Work with peers and clients to organize and develop solutions that may involve information management and IT solutions.

11. Demonstrate effective operations management skills to include: develop and manage actions plans within timeframes and budgets: efficiently manage vendor and purchasing relationships; develop and manage effective annual operating and capital budgets, manage customer and organizational IT expectations.

12. Able to "get things done", effectively managing/directing the execution of action plans to ensure that goals are attained. Manages the professional and fiscal resources of the departments, to maximize a collegial and collaborative approach to service to the campus, and trouble-shooting within the department.

13. Hire and retain competent managers and staff, who effectively "leverage" this position in executing action plans and attaining goals.

14. Maintain effective relationships with major user groups including faculty, staff, students, administrators, and alumni. Set and regularly report on major delivery parameters for all aspects of technology delivery.

MANAGEMENT AND SUPERVISORY RESPOSIBILITIES:
Second in command and directly responsible, in the absence of the CIO, for the departments of: Network Information Center, Business Service Center, Database Center, Media and Audiovisual Technical Services and the CIO support staff including an administrative assistant, the Information Technology Project Manager and assorted projects and consultants.

CONTACTS:
Students, vendors, faculty, staff, administrators, and public.

BUDGETARY RESPONSIBILITY:
Primary individual responsible for developing budget recommendations and monitoring expenses. Contributes to approval of department budget and the development of the IT capital and EOL budgets.

EDUCATION RESPONSIBILITY:
NA

RESEARCH RESPONSIBILITY:
NA

CLINICAL RESPONSIBILITY:
NA

PHYSICAL EFFORT:
Primarily sedentary with intermittent to frequent standing, walking, bending or crouching; occasional lifting, carrying, pulling and/or pushing of objects weighing 30 pounds or less; ability to travel and/or drive to a variety of locations on and off campus as needed; ability to work at a computer for extended periods of time, involving moderate to heavy repetitive use of hands, wrists, forearms, and visual concentration.

POSITION CONDITIONS/DEMANDS:
Primarily works in an indoor/office environment; subject to frequent contact with and interaction with faculty, staff and students.

EDUCATION AND EXPERIENCE REQUIREMENTS:
Bachelor's degree or equivalent experience, plus 8 years progressively more responsible positions preferably in an academic environment.

REQUIRED LICENSURE/CERTIFICATION:
N/A

11-26-2018