



POSITION DESCRIPTION

Department:	Information Technology Services
Classification Title:	Administrator II (MPP)
Working Title:	Director of Application, Data and Integration Services
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
Incumbent:	

Position Summary

The Director of Application, Data and Integration Services is a leader who is ardent about technology, knows how to develop and influence people, manages priorities with ease, and welcomes challenge. The Director is adept at strategizing and has the personal motto of “get it done.” The Director succeeds through collaboration, builds relationships, and partners with people across the organization. The Director is forward thinking, able to abstract, and an unyielding solution-finder who asks “what is next” and achieves the “next.”

Under the general direction of the Associate Vice President for Information Technology, the Director of Application, Data and Integration Services leads Cal Poly’s Application, Data and Integration Services team. In this role, the Director develops and nurtures strategic relationships with IT leaders, external partners, and business partners to implement solutions that align with strategic goals. The Director is tasked with developing staff, creating and promoting an environment that fosters collaboration, communication, and innovation, and effectually communicates the opportunity and value of integrating technology solutions with campus initiatives.

Information Technology Services (ITS) is a fast-moving team that is responsible for helping Cal Poly achieve academic excellence through developing and implementing learning, teaching, and administrative solutions which leverage technology that align with strategic goals and objectives. With a focus on continuous improvement, ITS fosters innovation, supports constant learning, and develops people to their full potential. Our team of more than 100 professionals works in a dev/ops environment to shape the technology landscape at Cal Poly.

Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions

Daily

90%

<h4><u>Operational leadership of the Application, Data and Integration Services Group</u></h4> <ul style="list-style-type: none"> The following services are developed and managed by the director: campus portal, mobile applications, customer relationship management system, electronic workflow, data warehouse, database administration, identity management, application integration, finance and human resource systems, student information systems, learning management system, service tracking software, campus card systems, fundraising applications, enterprise campus data reporting environments and a variety of cloud-based software services. Assess, plan and manage services and initiatives in support of ITS’ mission and strategic imperatives.
--

- Develop and apply guidelines, procedures and policies to promote the effective and appropriate use of technology to support business processes.
- Work with the Associate Vice President to plan and implement short and long-range goals that support the information technology goals of the university and conduct long range departmental planning related to future services, growth and fiscal impact.
- Ensure campus information security standards and requirements are considered and met.
- Oversee project pipeline and process, manage resources and establish work timelines.

Collaboration

- Collaborate with ITS and campus staff to ensure that appropriate services are provided, maintained and enhanced.
- Collaborate with campus constituents to understand user needs and develop requirements for the improvement of service for students, faculty and staff.
- Build and maintain strong relationships with vendors, consultants, and other key stakeholders to ensure optimal outcomes for ITS and Cal Poly.
- Represent ITS in campus and CSU system-wide initiatives, attend tradeshow, technology demonstrations, and industry specific events and engage in dialogue with representatives of industry and other higher education institutions, in an ongoing effort to provide the university with the most effective tools and resources.

Financial and Talent Direction

- Direct with a broad span of control; serve as an appropriate administrator for people issues and actions.
- Recommend staffing structure and talent requirements to meet unit goals.
- Supervise and direct the work of assigned managers; define positions and duties; recruit, hire, train and evaluate staff.
- Develop and support professional development plans for managers and their direct reports.
- Forecast, develop and administer budget.
- Develop and maintain metrics, standards and service levels to evaluate unit performance.

Professional Development

- Closely monitor trends in the Application, Data and Integration Services area and participate in meaningful exchange of ideas and information with other institutions to improve and expand the use of program technology at Cal Poly.
- Invest time to ensure technical skills are current as well as continually improve leadership, communication and management skills.

Related Job Functions**As Needed****10%**

1. Perform other job-related duties and special projects as assigned

Required Education, Experience, and Credentials

Education and Experience:

Bachelor's degree and ten (10) years of progressively responsible management and supervisory experience in Enterprise Application Management and Development, Information Management, or related field.

Licenses, Certificates, Credentials: N/A

Required Skills, Knowledge, and Abilities

1. Ability to challenge and motivate staff to deliver measurable results.
2. Proven experience in IT planning and systems development and deployment using ITIL-based approaches.
3. Demonstrated experience working with cloud-based technologies and integration of those technologies with on-premise services.
4. Demonstrated skills in being a thoughtful problem solver, acting with urgency, being flexible, exercising sound judgement, and listening.
5. Demonstrated ability to simplify through process and automation.
6. Demonstrated ability to maintain high quality/standards of work, initiative, ethics, commitment, and professional responsibility and judgment. Ability to represent the university in a professional and conscientious manner.
7. Demonstrated ability to review and act upon complex individual and organizational problems and make creative recommendations to influence change in technology policies.
8. Knowledge of the issues and opportunities associated with design and implementation of campus enterprise application services technologies and infrastructure.
9. Ability to develop, interpret, implement and articulate complex policies.
10. Experience in simultaneously managing multiple and complex projects.
11. Excellent written and verbal communications skills.

Preferred Skills and Experience

1. Experience working within the Amazon Web Services technical ecosystem.
2. Degree in computer science or related field.
3. Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

Special Conditions

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position is a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.
- Full-time MPP employees are required to disclose outside employment at time of hire or within 30 days of taking additional outside employment subsequent to time of hire.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME	SIGNATURE	DATE
----------------	-----------	------

SUPERVISOR: I certify that all statements on this form are complete and accurate.

ALISON ROBINSON, ASSOCIATE VICE PRESIDENT	SIGNATURE	DATE
--	-----------	------

DEPARTMENT HEAD: I certify that all statements on this form are complete and accurate.

BILL BRITTON, VICE PRESIDENT OF INFORMATION TECHNOLOGY SERVICESFFERFQSDFDASAASDFDSASCVC V V	SIGNATURE	DATE
---	-----------	------

HUMAN RESOURCES USE ONLY

Employee ID#: _____	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number: _____	<input type="checkbox"/> Update Review for File	Classification Title: _____
FTE: _____	<input type="checkbox"/> Classification Review	Class Code/Range: _____
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: _____
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	MPP Job Code: _____
<input type="checkbox"/> COI Position		Classifier Initials: _____
Recruitment Number: _____		Date: _____