



**University of Texas at El Paso
Job Description**

Job Code: 9400
Job Title: Technology Implementation Manager
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA: Exempt
Prepared by: Human Resource Services
Creation/Revision: December 16, 2010

Summary: Directs, coordinates, implements, and exercises functional authority for planning, organization, control, integration, and completion of technology projects for designated area of responsibility.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Develops short and long-range plans, conceptual designs, capital outlay (budget) requirements, and documentation for technology projects and implementations.

Represents department in campus-wide technology strategies and projects; influences the final designs, architectures, priorities, and implementation plans of such initiatives; prepares and delivers presentations to faculty, staff, deans, and campus executives on technology issues and strategies.

Assists the department in the utilization of central Information Technology products and services in order to reduce overall costs of maintenance and operations of IT related functions.

Participates on a team of peers to manage and coordinate campus-wide technology initiatives.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: Responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Bachelor's degree and

Minimum Experience required: Three years related experience to the statement of duties and responsibilities; or equivalent combination of education and experience.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must frequently stand and walk. The employee must regularly sit; use hands to feel; reach with hands and arms; and talk or hear. The employee must lift and move up to 10 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.