

University of Central Florida
Class Specification
Administrative and Professional

Chief Technology Officer

Job Code: 2598
Collective Bargaining Status: Out-of-Unit
Effective Date: 05/02/08

Description

Report to the university Vice Provost/Chief Information Officer.

Provide vision and leadership in the development and operation of computing and communication technologies for the university community.

Responsible for the management and coordination of the University's academic and administrative enterprise computing resources and services, networking infrastructure, telecommunications, the Computer Store, PC support, help desk services, ERP planning, and information security.

Minimum Qualifications

Bachelor's degree and seven years of information technology experience.

Class Specification
Administrative and Professional

Project and Planning Manager

Job Code: 2562

Collective Bargaining Status: Out-of-Unit

Effective Date: 05/02/08

Description

Plan and manage enterprise administrative and technical projects for Computer Services and Telecommunications.

Define project scope and objectives from original concept through final implementation.

Assemble project team and delegate duties.

Monitor project completions.

Supervise subordinate assistant project managers.

Minimum Qualifications

Bachelor's degree and five years of information technology experience.

University of Central Florida
Class Specification
Administrative and Professional

Project Manager Assistant

Job Code: 2561

Collective Bargaining Status: Out-of-Unit

Effective Date: 05/02/08

Description

Under the general supervision of the Project and Planning Manager, assist in planning and managing enterprise administrative and technical projects for Computer Services and Telecommunications.

Assist in determining business requirements for projects.

Maintain project plans.

Prepare project update reports.

Summarize work plan status and updates.

Arrange and acquire resources to assist project groups.

Track the progress of projects by monitoring and reporting tasks completions to the Technology Project Manager.

Monitor and identify deviations of project task completions and original budget allocations and schedules.

Advise project leadership of project delays.

Minimum Qualifications

Bachelor's degree and three years of information technology experience.