



Job Title	Director, Health & Information Technology	Job Code	COM30
Pay Plan	A&P	Pay Grade	22
Union	Non-Union	FLSA Status	Exempt
Job Family	College of Medicine	Union Code	0
		Subfamily	

Job Family & Subfamily Summary

College of Medicine Professionals are specialized and unique to the UCF College of Medicine (COM).

Job Summary

Accountable for the strategy, evaluation and implementation of standards and procedures which support internally developed application, infrastructure and associated technology solutions. This role will maintain a portfolio of currently developed applications, interact with COM units and stakeholders and oversee projects from conception to roll-out.

Representative Duties

1. Leadership

- Provides strategic direction for the design, development, implementation, operation and support of custom applications, solutions and systems
- Plans, leads and implements a roadmap to support the current and future application needs for education, research and clinical initiatives of the college
- Collaborates with fellow HealthIT leaders, Planning and Knowledge Management (PKM) and external groups regarding coordination of technology, resources, systems and initiatives
- Provides direction to maintain technological relevancy, enhance IT capabilities and provide a competitive edge for the College on the assimilation and integration of emerging technologies, solutions and platforms

2. Operations, Systems and Technical Management

- Provides leadership to the team, recruits and hires staff, holds team accountable to performance standards and sets targets for key performance indicators (KPI)s, metrics and tracks improvements
- Leads the development team; coordinates tasks, assigns appropriate resources, and ensures proper task completion
- Coordinates with College and IT leadership to develop a sustainable, scalable service delivery and support model
- Responsible for the reliability, stability and efficiency of the applications, technology and solutions that are released and consumed throughout the COM community
- Plans and manages unit expenses according to budget targets
- Identifies risks, threats, or opportunities that could impact the success of the project, notifying the team and escalating issues when appropriate
- Establishes a deep understanding of the college business, processes, and procedures and applies that knowledge to affect the project's success
- Collaborates with internal teams and external teams to creatively solve problems and brainstorm solutions
- Ensures that application changes and fixes are implemented on schedule, within scope and with a focus on quality and adhering to change management and other governance requirements
- Provides efficient and effective support and ensures issues are addressed promptly

3. Policies, Documentation and Analytics

- Defines and scopes client requirements and deliverables , creates and maintains detailed project plans
- Develops policies and SOPs that govern all processes and work flow for the unit and overarching HealthIT
- Develops documentation standards for applications, systems, configurations, and processes to ensure

continuity of services and viability of technology

- Provides metrics for analysis and benchmarking
- Ensures highest level of security and best practice development methodology
- Provides analytics services and reports for applicable applications, systems and solutions
- Provides regular reports on operations and initiatives to the college and HealthIT leadership

4. Outreach, Communication and Representation

- Communicates plans, policies, and technology trends throughout the organization
- Builds and enhances relationships across the COM to effectively collaborate on applications and technology solutions that add value to the organization
- Establishes optimal and collaborative channels of communication within Health IT, throughout COM, between UCFIT, and external entities including regular interactions for user education opportunities and proper dissemination of information
- Ensures all interested parties are consistently updated on the progress of projects and relevant activities
- Represents department at site visits, conferences, and meetings

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience 3 years of leadership experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.