



Job Title	Director, Knowledge Management	Job Code	COM28
Pay Plan	A&P	Pay Grade	20
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.

Job Summary

Leads the specification, design and implementation of the COM Knowledge Management architecture. Leads data-related process analyses for Planning and Knowledge Management (PKM) and other COM units. Leads the development of data-related process remedies for COM. Assist all units of COM with data-related activities.

Representative Duties

1.
 - Identifies, creates, represents, integrates and distributes explicit and tacit knowledge, information and data for College of Medicine (COM) users; including the COM Knowledge Management database programs and applications
2.
 - Determines requirements and identifies difficulties and inefficiencies in existing processes
 - Develops new or improved processes, revisions to current processes, Knowledge Management application development, vendor application choice, and assistance in use of applications
3.
 - Assists, and leads Knowledge Management in assisting, all units of COM with data related activities including the selection, implementation, organization, and maintenance of databases, applications, repositories, storage systems, and other systems and processes related to data and information storage, sharing, workflow and collaboration
4.
 - Works closely with other PKM units to select, implement, organize, and maintain databases, applications, repositories, storage systems, and other systems and processes as they relate to data and information storage
 - Leads Knowledge Management in designing, implementing and maintaining COM's curriculum and assessment databases, along with other repositories, processes, data and reports concerned with PKM-managed COM data
5.
 - Coordinates data-related technical projects and matters between PKM, the COM Department of Health Information Technology (COMIT), and other units of COM as needed, including the COM Knowledge Management database programs, applications and services as well as other data-related services, applications, programs, projects and processes

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.