Director of Computing - 64769-1A

Updated: Feb 7, 2024
Location: Irvine-Campus
Job Type:
Department: Engr DO Computing

Job Opening ID: 64769
Reports To: Senior Assistant Dean and Chief of Staff
Working Title: Director of Computing
Department: Engr DO Computing
Bargaining Unit: 99
FLSA: Exempt
Payroll Job Code: 000667
Job Location: UCI Campus- Irvine
Percent of Time: 100%
Work Schedule: 8-5
Employee Class: Career

Position Summary:

Founded in 1965, the Samueli School of Engineering educates approximately 5,000 students (4,000 undergraduates and 1,000 graduates) with an integrative approach that blends fundamentals, research and hands-on experience. The School's aim is to unleash innovation, create opportunities and inspire ingenuity. The School's faculty members are leaders in their disciplines who have achieved worldwide recognition for their research and dedicated teaching. The School includes six academic departments and broad range of associated research and administrative units. Under the leadership of the Dean, the School pursues research that is timely, socially responsible and cutting edge, and works in partnership with industry, state, and federal agencies to promote the transfer of research to applications that benefit society.

Under the general direction of the Senior Assistant Dean, the Director of Computing is responsible for all aspects of computing within the Samueli School of Engineering. Directs computing support staff and coordinates the efforts of everyone involved in supporting the School's IT environment. Acts as the primary liaison with the Office of Information Technology (OIT) and other campus computing groups. In consultation with the appropriate individuals and groups, plans Engineering's computing and network directions to support research, education and administration. Implements an environment that supports the use of leading-edge computing and networking resources. Assesses the physical, staffing and budgetary resources necessary to support computing and networking within the School. Ensures that available resources are efficiently used to provide IT services to meet the needs of faculty, staff and students. Provides technical advice and assistance as needed. Directs all data systems design and internal network architecture. Determine requirements, design and develop computing system software to facilitate advanced capabilities for School administration and instruction. Receives assignments in the form of objectives and determines how to use resources to meet schedules and goals. Reviews and approves recommendations for functional programs. Provides guidance to subordinates to achieve goals in accordance with established policies. Erroneous decisions or failure to achieve goals results in additional costs and personnel, and serious delays in overall schedules.

Key Responsibilities

List key functions and the estimated percentage of time spent performing each of the responsibilities. Indicate which responsibilities are considered "Essential" to the successful performance of the job as defined by the EEOC: "Essential functions are the basic job duties that an employee must be able to perform. You should carefully examine each job to determine which functions or tasks are essential to performance."

Example:

| 25% | Essential | Performs basic design, development, modification and debugging of software. Evaluates basic software for functional areas. Analyzes existing software or works to formulate logic for basic systems, prepares basic specifications and performs coding. |

% of time	Essential Function (Yes/No)	Key Responsibilities *(To be completed by Supervisor)*
10	Yes	Plan, prioritize and develop information technologies and systems in the School to meet the evolving needs and goals of faculty, staff, students.
10	Yes	Administers IT policies that directly affect the School. Oversee and direct execution of applicable campus and systemwide computing policies and procedures for ensuring the security and the appropriate use of School computer equipment, services, software and data.
10	Yes	Analyzes the needs of functional departments and helps to establish priorities for feasibility studies and systems design and implementation to develop new and / or modify information processing systems. Provide leadership in the application of new and innovative technologies in infrastructure, operations and services, making final recommendations of methods and technologies to be pursued. Provide advanced technical expertise in software and systems administration to faculty, researchers, computing support staff and others within the School. Develop plans for the automation of business operations to meet immediate requirements, known and potential near-future requirements, and long range goals.
10	Yes	Coordinates with functional departments involved in system requirements, techniques, and controls. Coordinate School information systems and networks in collaboration with the heads of administrative and academic units on campus, provide and receive advice on policy and operational planning for School IT within the larger context of the campus network and systems. Oversee and coordinate the design, development, and implementation of the School's information technology, promoting interoperability, and ensuring compatibility with campus systems.
5	Yes	Develops and monitors operational and budget processes, staff FTE, finance, human resources and space planning. Plan, allocate and administer the Information Technology budget. Provide input to the yearly School budget planning process. Recruit, hire, train, and supervise career and student computing support staff appropriate to the opportunities and

		demands of supporting School faculty, staff, and educational computing and networking needs. Develop staffing and employee development plans.
10	Yes	Establishes and recommends changes to policies which affect the school. Work with School faculty and staff, and other members of the campus community, to review and enhance business processes. Define, enhance and create systems to facilitate academic and administrative functions of the School.
10	Yes	Manages the coordination of IT activities of the school with responsibility for results in terms of costs, methods, and employees. Evaluate resources required to accomplish planned service levels and strategic priorities. Define a range of computing needs for the School, potential solutions and associated costs, analyze options and recommend the best solution given budgetary and operational priorities and resources.
10	Yes	Develops and implements appropriate security, business continuity, and disaster prevention/response program to meet goals and protect campus/school computing resources. As Unit Information Security Lead (UISL) provides oversight and execution of information security responsibilities within the school. Develops and implements appropriate security, business continuity, risk assessment, and disaster prevention/response program to meet goals and protect campus/school computing resources. Identifies and inventories protected electronic data and IT Resources. Develops procedures for the proper handling, accessing, storing and disposing of electronic data & media. Reports Information Security Incidents to the campus security officer.
5	Yes	In conjunction with subordinate managers analyzes the needs of units and help establish priorities for feasibility studies and system design and implementation to develop new and/or modify systems.
5	Yes	Determines requirements, designs and develops computing system software to facilitate advanced capabilities for School administration and instruction. Review business processes and identify potential limitations and weaknesses, to include bottlenecks, problems, and inefficiencies. Consider emerging technologies and assess their suitability for addressing these problems. Oversee evolving business systems architecture. Direct analysis of existing administrative functions and determine suitability of potential automation, and level of project difficulty
5	Yes	Promotes effective project management techniques assuring customer satisfaction with outcomes and timely and successful realization of IT projects at the School. Reviews projects planning and progress to ensure successful completion. Assist in project completion as needed by negotiating obstacles both technical and organizational.
5	Yes	Ensures responsive, flexible, and friendly customer support for provided services, and suggest viable alternative solutions for unsupported services.
5	Yes	Participates in systemwide, campus, and School committees and groups as appropriate.

Total Compensation:

In addition to the salary range listed below, we offer a wealth of benefits to make working at UCI even more rewarding. These benefits may include medical insurance, sick and vacation time, retirement savings plans, and access to a number of discounts and perks. Please utilize the links listed here to learn more about our compensation practices and benefits.

The expected pay range for this recruitment is $137,150.00 - $163,100.00 (Annual Salary). The Full Salary Range for the salary grade this position is assigned to is $111,200.00 - $215,000.00 (Annual Salary).

Required:

- Bachelor's degree in related area and / or equivalent experience / training.
- 7 -10 years of progressively responsible experience in information technology.
- Minimum of 2-5 years of experience managing an information technology organization
- Bachelor's degree or equivalent combination of education and experience.
- Uses and applies applications Information Technology theories and concepts to manage and provide solutions.
- Requires a broad working knowledge of the applications programming development function.
- Skill to design, develop and maintain software, using established best practices.
- Experience with key programming and scripting languages such as C, C++, Java, LISP, Python, Perl, or Ruby. Additional expertise in other programming, scripting, and meta-languages is desirable.
- Knowledge of software maintenance techniques. Experience with general software utilities such as text editors, text formatters, compilers, and debuggers.
- Knowledge of computer communications mechanisms.
- Requires the ability to gather, organize, and analyze data in the completion of assignments.
- Demonstrated skill to set priorities and resolve competing demands.
- Possesses skills necessary to accomplish department / section objectives and address related problems and issues in an effective manner.
- Thorough knowledge of subject area sufficient for strategic planning, technology assessment and direction.
- Demonstrated skill in successfully managing technical staff including the ability to manage, mentor, and motivate.
- Experience in the management of ongoing technology infrastructure acquisition and expansion, to include the identification and integration of suitable emerging technologies.
- Thorough knowledge of technical concepts and basic operating principles of data communications, computer hardware, vendor IT products, and software.
- Ability to understand the process involved to adapt, integrate, and modify existing programs or vendor-supplied products for use within the technical environment.
- Experienced in leading change management activities and managing their impact across the unit or department.
- Demonstrated knowledge of project management principles and practice.
- Experience of analyzing buy vs. build procurement for products for effective and efficient technology use.
- Skill in budgeting and procurement in an information technology environment.

- Excellent oral and written communication skills, including the ability to effectively present technical topics to individuals and groups with potentially varied levels of technical sophistication.
- Strong knowledge and understanding of service delivery principles.
- Ability to deal with urgent or emergency situations in a proactive and appropriate manner.
- Working knowledge of security techniques and procedures.
- Working knowledge of TCP/IP and related network protocols, networking, and distributed computing environment concepts.
- Knowledge of analysis methods and current development techniques in computer science.
- This includes specific expertise in data structure design, database management techniques, programming languages, software engineering, and network design methodology.
- Knowledge of structured software design concepts.
- Knowledge of general debugging methods.
- Demonstrated skill in directing Unix/Linux and Windows system administration standards, practices and techniques in an integrated, heterogeneous, networked computing environment, and in maintaining required security, reliability, and functionality.

Preferred:

- Typically 2-5 years of experience managing an information technology organization.
- Knowledge of current and emerging trends related to Information Technology in higher education.

Special Conditions Required:

- Must pass a background check.
- May need to work occasional evenings/weekends to accommodate special projects or system failures.

Conditions of Employment:

The University of California, Irvine (UCI) seeks to provide a safe and healthy environment for the entire UCI community. As part of this commitment, all applicants who accept an offer of employment must comply with the following conditions of employment:

- Background Check and Live Scan
- Legal Right to work in the United States
- Vaccination Policies

- Smoking and Tobacco Policy

- Drug Free Environment

The following additional conditions may apply, some of which are dependent upon business unit or job specific requirements.

- California Child Abuse and Neglect Reporting Act

- E-Verify

- Pre-Placement Health Evaluation

Details of each policy may be reviewed by visiting the following page - https://hr.uci.edu/new-hire/conditions-of-employment.php

Closing Statement:

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the UC nondiscrimination policy. We are committed to attracting and retaining a diverse workforce along with honoring unique experiences, perspectives, and identities. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable, and welcoming.
UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500 or eec@uci.edu