

**USF Job Class Description**

JOB CODE: 9535

JOB TITLE: Associate Director

JOB FUNCTION: Information Technology

PAY PLAN: 21

CAREER BAND: G

FLSA: Exempt

Revised 06/11/2019

**Job Title:** Associate Director

**Leadership and Influence**

Provides leadership and guidance to individuals and groups. Manages managers, professionals and staff in multiple functions within a college or department. Provides guidance and training on work standards and expected outcomes. Accountable for planning and evaluating performance, staff training and development, recruitment and may contribute to pay recommendations.

**Complexity of Work**

Problems faced are primarily operational in nature and may be varied and complex, but generally with some precedent. Solutions require investigation and analysis to develop multiple and/or innovative approaches, requiring a high degree of creativity. Develops, implements, and maintains operational plans, programs and systems impacting an entire college, division or major university functional area.

**Communication**

Works to influence others in the university to accept new practices, concepts, and approaches in a major college or division functional area. Recommends objectives, policies, and plans for the area of responsibility with senior functional, college, division or university leaders.

**Operational Latitude and Impact**

Accountable for the strategic and operational direction of a functional area, often as the top position within immediate work area. Directs the execution of strategies, established by college or department leadership. Develops, implements, and maintains operational plans, programs and systems to ensure effective operations in area of responsibility. Decisions have significant impact on the short- and mid-term plans of the program or function, and indirect impact on related areas within the college, division, or department. Manages budget(s) for the area of responsibility. Delegated authority/responsibility to formulate, approve and implement policies within departmental responsibilities. Authority to grant exceptions. Consults with supervisor on major policy changes affecting other departments. Represents department or subdivision on cross-functional policy development.

**Knowledge**

Requires advanced knowledge and expertise in theories, concepts, principles, and practices in professional discipline and team leadership.

**Minimum Qualification Requirements**

Bachelor's degree in Computer Science, MIS or other field involving software and analytical training, and five years of IT related exempt experience,

OR a Bachelor's degree with no specific required field and six years of IT related work experience,

OR a combination of nine years of IT related work experience and validated training. Preparation for a relevant IT certification is considered to be related training.

In all cases, at least five years of IT related work experience must be at the exempt professional level and two years of experience must involve management and supervision of exempt level IT staff.

**Approvals Required**

The appropriate Associate Vice President or Dean and the head of the Classification and Compensation section in Human Resources.