

Job Description

Job Title:	Director, Engineering Computing
Department:	Engineering Computing
Reports To:	Associate Dean, Engineering Computing
Jobs Reporting:	Administrative Assistant, Information Technology Specialist, Manager, Hardware Operations & System Reliability, Senior, Information Specialist
Salary Grade:	USG 15
Effective Date:	November 1, 2016

Primary Purpose

Advance the stat of Information Technology (IT) in the Faculty of Engineering and ensure UW Engineering always has secure, reliable, available, timely and efficient systems.

Key Accountabilities

<p>Database systems for the Faculty, including OFIS, My3CV, and Phoenix.</p> <ul style="list-style-type: none"> • Work with Engineering Computing and other Engineering staff to design and implement database technologies which enable the Faculty to perform optimally.
<p>Engineering networks and security</p> <ul style="list-style-type: none"> • Work with the Manager of Networks and Engineering IT staff, as well as IST to deliver safe, reliable networks for the faculty and services used by the faculty. • Playing a lead role on campus-wide initiatives such as security-related strategies for the campus
<p>Lab oversight</p> <ul style="list-style-type: none"> • Working with the staff of Engineering Computing and Engineering departmental IT staff to design, implement, and manage the 1000 computing lab stations which help solidify the reputation of the Faculty of Engineering as one of the top Engineering schools in Canada.
<p>Computing delivery systems</p> <ul style="list-style-type: none"> • Playing a lead role in the faculty for all issues related to computing and networking • Orchestrating faculty-wide system cleanups when vulnerabilities become known to us, such as when operating systems become outdated • Encouraging all IT staff to work together and share commonalities
<p>Represent the Faculty of Engineering on campus-wide committees and with external organizations:</p> <ul style="list-style-type: none"> • Representative for the Faculty of Engineering at the Director's Group administering Nexus committee, Computing Technology & Services Committee (CTSC) and Engineering Systems Administrator Group (ESAG) • Helping to negotiate contracts with IST and with vendors, and representing Engineering during computing related external audits.
<p>Ensures the effective utilization, deployment and development of people and capital resources:</p> <ul style="list-style-type: none"> • Deploys staff to productively meet department goals and objectives. • Coaches, trains and develops employees in Engineering Computing to assure growth and development of those individuals for the role, department and University. • Conducts Annual Performance Plans with direct reports, and ensures adherence to Annual Performance Planning and Review process within the department. • Strategic budget planning is completed in conjunction with the Associate Dean

Job Description



- Full responsibility for departmental operating budget management

Required Qualifications

Education

- Bachelor's degree in Engineering; Master's degree in Engineering preferred, or equivalent combination of education and work experience.

Experience

- Experience managing a team of diverse professionals in all aspects of computing: hardware, software, security, development, networking, databases, etc.
- 5+ years of progressive experience with a proven track record of achievement and success within Information Technology

Knowledge/Skills/Abilities

- The Director must be an expert in many topics, providing expertise in networking issues, Windows device drivers, systems programming, database programming, security, web programming and project management.

Nature and Scope

- **Contacts:** Must be able to lead a team of experts, be willing to listen to the experts too, and work with other IT experts across campus and in IST. Must be able to deal well with Faculty and Deans to ensure IT is advanced.
- **Level of Responsibility:** The job has specialized work with minimal supervision and has direct reports reporting to it. Responsible for crucial IT services in the faculty, and for assisting in the decisions of all major campus IT directions through CTSC and relationships with other campus Directors
- **Decision-Making Authority:** Making IT decisions for the faculty of Engineering, and helping to form IT decisions for the campus.
- **Physical and Sensory Demands:** Acute skills for detecting nuances which will affect the delivery of services, including advanced knowledge of programming issues as they relate to observed systems phenomenon
- **Working Environment:** Typical office based environment. Position encounters regular urgent demands that can cause stress.