STATE OF INDIANA CLASSIFICATION SPECIFICATION	**Class Title:** Deputy/Assistant Information Technology Director		**Class Code:** 00EAJ5
	FLSA Status: Exempt	**Salary Schedule:** RDS	**Effective Date:** 11-25-14
	Summary: Incumbent manages the information systems activities for specific functional information technology departments in an Information Technology Division of a State Agency.		

Duties:

- Assists the IT Director in developing current and long-range direction of technology in accordance with the direction of the agency;
- Assists the IT Director in setting policies and procedures, technical standards and methods and priorities for information systems activities;
- May directly supervise or provide direction to functional managers and supervisors and other information technology staff;
- May assume director's responsibilities in their absence;
- Dispenses technical advice, guidance, direction and authorization to carry out major plans and procedures;
- Analyzes new technologies and makes recommendations;
- May represents the agency's information technology division at events and meetings
- Assists in the budgeting process with agency senior management for the information technology division;
- Performs related duties as required.

Job Requirements:

- Broad knowledge of all information technology disciplines and general business theory;
- Thorough knowledge of the organization and management of the state agency's operations;
- Considerable knowledge of the organization and management of state government;
- Ability to negotiate complex and large sum agreements with other agencies, divisions and outside vendors;
- Effectively communicate, both orally and in writing;
- Ability to frame issues based on the policy implications associated with managing what is otherwise a very technical discipline.

Difficulty of Work:

Work is broad in scope and is commonly new and unprecedented in nature where study and consideration of multiple alternative solutions and analysis of their impact upon other division's policies and programs is required. Guidelines are obscure, or non-existent in some cases, therefore creativity and ingenuity are needed to develop, or lead in the development of, new approaches to deal with previously unsolved or novel problems.

Responsibility:

General goals and objective for the division are typically planned with the IT Director. Performance is reviewed based on the overall achievement of goals and objectives of the functional departments the employee manages and oversees. Incumbent makes an extensive contribution to the agency through development and management of major IT objectives, policies, programs and practices.

Personal Work Relationships:

Incumbent has contact with all levels of staff within and outside the agency including other agency information technology directors for the purpose of explaining, coordinating, planning, managing and directing information technology activities. Incumbent also has contact with vendors and outside consultants for the purpose of negotiating an agreement of service and monitoring and measuring project implementation in accordance with the agreements. Incumbent frequently is involved in cooperative problem solving where he/she must facilitate and persuade to gain concurrence or cooperation in the face of significant differences of opinion and controversy.