

UNC Wilmington
IT Manager
Description of Work
November 2004

The IT Manager is responsible for the leadership of a professional IT staff and the management of various monetary and technical resources assigned to the unit for the purpose of providing support to the unit's customers. The manager is responsible for recruiting, mentoring, counseling, and the disciplining of the employees within the unit. Further, the manager is responsible for the professional growth and development of the unit's staff. The manager may employ a number of strategies for supervising employees and may supervise staff directly and/or occasionally through another manager; day-to-day tasks may be delegated to a self-directed staff.

The manager understands technology used in the unit's operations and its role within the enterprise. The manager is responsible for planning and directing activities as appropriate. S/he may be responsible for budget oversight and planning, providing input to higher-level managers regarding direction of work within the unit/s, and participating in the development of strategic direction for the organization. The manager contributes to the development of, and enforces operational standards for the unit.