



**RHODE ISLAND COLLEGE  
JOB DESCRIPTION**

Position classification: PSA Date created or revised: 9/21/2022 Exempt/Non-Exempt Status: Exempt Responsible individual: No Campus Security Authority: No
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Title: Lead Information Technologist  
Status: Full-time (may involve evening and/or weekend work as required)  
Grade: 14  
Union Affiliation: PSA@RIC (Professional Staff Association)  
Reports To: Director, User Support Services

**PRIMARY PURPOSE:**

Plan, organize, and control the information technology activities of a project team. May also assist in scheduling and assigning personnel or acting as a project leader. Provide leadership, direction, and training to other staff members. Works independently and requires only general supervision.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Essential Job Functions:

- Plan, organize, and control the activities of a project team; make assignments to other technologists and support staff, check and evaluate progress, and report on activities of a project team.
- Perform duties and responsibilities of a Senior Information Technologist.
- Research, evaluate, and analyze customer requirements for services.
- Take a lead role in long range planning for the department; write plans and proposals for the department.
- Conduct independent feasibility studies of software and hardware systems and formulate proposals to management.
- Possess and maintain a high level of knowledge of current hardware and software systems. Maintain a continuing commitment to professional development and technical training.
- Assume a leadership role in technical innovation, improvement and assessment, and the professional development of staff.
- Work with the campus community, vendors, and Information Services professionals to achieve College objectives; represent the department and the College at inter-institutional meetings and events.
- Respond to technical emergencies outside of normal working hours as needed.
- Must be available to work a non-standard schedule in order to fulfill assigned duties and responsibilities.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Director of User Support Services.

**REQUIRED QUALIFICATION STANDARDS:**

Education:

Bachelor's degree.

Experience:

- A minimum of six years of significant information technology experience of which two years must be of significant information technology management experience in a mid- to large-size environment.
- Experience in networking, operating systems, and user-focused hardware/software support.

Skills, Knowledge and Abilities:

- Evidence of excellent communication, collaborative, and negotiating skills.
- Documented history of developing and delivering information technology plans, reports, budgets, and services to users.
- Project management experience; facility with project management software.
- Ability to organize, coordinate and supervise support staff.
- Excellent troubleshooting and customer service skills.
- A high level of technical competency with desktop hardware and software.

**PREFERRED:**

Master's degree.

**ENVIRONMENTAL CONDITIONS:**

This position requires frequent lifting, moving, and/or installation of moderately heavy equipment (such as computers); wiring; and other related information technology components.

**The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution which values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*