**P7: Level Standards**

**GENERAL ROLE**

This level is accountable for serving in an expert resource capacity in an area of specialization. Positions at this level are not reflective of the majority of the workforce, but instead the most complex functions within an area of specialization.

Incumbents:

* Serve in a subject leader and consultative capacity within an area of expertise.
* Provide analytical, technical, and advisory support to leaders and decisions makers within the same disciplinary track.
* Lead projects or initiatives within the specific area of expertise, to include leading vendors or cross-functional departments or teams.
* Research and apply better ways to effectively achieve end results by, for example, arranging/rearranging the way work is performed, changing elements of processes, and adding or deleting new or unnecessary capabilities/functionalities as needed.
* Set project objectives, immediate- and/or long-term, as a means to fulfill project initiatives.

**INDEPENDENCE AND DECISION-MAKING**

*🡪 Supervision Receive*d

* Works under general direction.
* Seeks assistance only when unique situations arise, coupled with financial impact to the division and political consequence.

*🡪 Context of Decisions*

* Work is focused on and regulated by specific department/division goals and milestones.

*🡪 Job Controls*

* Act based on own judgement as long as actions adhere to division policies and operating procedures, and remain focused on the department and division objectives and missions.
* Subject to managerial controls through conferences, review of reports, and occasional on-site visits or check-ins.
* Managerial controls are exercised on the incumbent for matters of intermediate- and long-range planning, budgetary, and human resources based matters.

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Range of issues*

* Problems are unique and unexpected.
* Challenges for problems arise due to lack of precedent.

*🡪 Course of Resolution*

* Problems require response/adaptation to changing conditions or circumstances, necessitating enterprise and new approaches with broad impacting effects.
* Problem resolution should regularly require collaboration and coordination with units internal to the division, with occasional collaboration and coordination outside the division.

*🡪 Measure of Creativity*

* Incumbents are regularly required to develop new methods/methodology for evaluation and implementation plans for new initiatives.

**COMMUNICATION EXPECTATIONS**

*🡪 Manner of Delivery and Content*

* Deliver statements and information in a combined persuasive and motivational fashion to subordinate staff, departmental and University administrators, and the campus community as a whole.

**SCOPE AND MEASURABLE EFFECT**

* Serve as an expert on specific subject matter evidenced by regularly researching and producing reports (e.g., white papers) on technical matters of systematic importance and consulting with managers throughout the division/University on specific issues in the position’s area of expertise.
* Actions regularly affect a departmental outcome with division-wide impact.
* Actions have a direct impact on controlling such things as project scope, team size and nature of assignments, operating budget, etc.
* Actions may have high-risk financial, compliance, political, or safety implications.
* Performance results tend to be related to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

**Job Template**

**GENERAL SUMMARY**

Oversees telecommunications, network, and IT project development and execution for primarily large and complex architectural, engineering, and IT projects. Ensures adherence to project scope, design, schedule, and budget to meet university requirements. Performs network infrastructure capacity planning and designs for University projects.

**REPORTING RELATIONSHIPS AND TEAMWORK**

Works under the general direction of a supervisor or manager. Facilitates or leads project-specific teams of specialists and subject matter experts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

* Develops project budgets and assists with appropriate capital budget requests.
* Accountable for all IT aspects of major or complex building and utility renovations and installations.
* Conducts scope meetings with University and/or outsourced design professionals (e.g. Architects, Engineers) for University-administered projects.
* Prepares designs, plans, estimates, and writes specifications of projects within specialty area.
* Coordinates contract administration of major or complex projects from pre-construction design or bidding phase to construction completion and acceptance.
* Prepares and submits regulatory permits on assigned University projects, ensuring code compliance of all assigned projects related to construction management or facilities operations.
* Serves as a resource in matters regarding project scope, design, planning, budget, cost analysis, and regulatory compliance issues.
* Monitors the quality of work, safety, budget, and timely completion of projects, in accordance with policies and priorities.
* Facilitates necessary communication and coordinates with University departments to ensure uninterrupted continuity during all project phases on matters related to department specific interests and scope of responsibility (e.g., parking, environmental concerns).
* Leads the work and activities of assigned staff, team members, and subject matter experts.
* Conducts research and analysis to develop plans and technical reports. Reviews and interprets technical, environmental, economic, and legal information.
* Maintains and verifies accuracy of documentation and administrative systems
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

* Bachelor’s degree in related field.
* Eight years of related experience in lead role in the design, planning, estimation, specification and management of network /IT, architecture and engineering projects.

**COMPETENCIES**

**Knowledge of:**

* Facilities and operating environment requirements for network and information technology
* Information technology and network infrastructure codes, standards, methods and procedures
* Project and construction management
* Building and professional codes
* Designing and building capital projects
* Microsoft Office and related software applications

**Skill in:**

* Planning and organization
* Troubleshooting
* Developing and maintaining effective and appropriate working relationships
* Critical thinking, problem solving and analysis

**Ability to:**

* Maintain records and produce complex reports
* Design and interpret blueprints and specifications
* Communicate effectively through both oral and written means
* Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
* Design specifications, drawings, details, and shop records
* Maintain the confidentiality of information and professional boundaries
* Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management