Associate Director of Information Services - NFSMI

Definition of Class
This is a supervisory position in which the incumbent exercises discretion and independent judgment while administering the Division of Information Services within the National Food Service Management Institute (NFSMI). The incumbent collects, evaluates, and distributes information; produces web-based training; and is responsible for the NFSMI virtual clearinghouse.

Examples of Work Performed
Prepares and oversees statement of work activities and budget for NFSMI Division of Information Services; works with division staff to plan execute statement of work activities, including deliverables.

Develops and disseminates quality products and services, using technology, for a national audience.

Manages the production of Web-based training, including satellite broadcasts, Web seminars, and online courses.

Oversees the NFSMI virtual clearinghouse through the department web site.

Prepares NFSMI Division of Information Services quarterly, semi-annual, and annual reports to be sent to funding agency.

Oversees the NFSMI Child Nutrition Archives.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Prepares and oversees statement of work activities and budget for NFSMI Division of Information Services.

2. Manages and executes the deliverables of the division.

3. Develops quality products and information services, using technology, for a national audience.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.
Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is periodically required to reach with hands and arms. The incumbent is occasionally required to stand and walk.

Experience/Educational Requirements:

Education:
Master’s degree from an accredited college or university in a business or technical field.

AND

Experience:
Two (2) years of experience related to the above described duties.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.