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## Auburn University Job Description

Job Title:	<b>Exec Dir, OADSS</b>	Job Family:	No Family
Job Code:	<b>EA71</b>	Grade 40:	\$104,500 - \$174,200
FLSA status:	Exempt		

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### Job Summary

Directs the technological and accounting efforts of the University in support of development and alumni operations.

### Essential Functions

1. Provides management oversight to the Office of Alumni and Development Support Services (OADSS).
2. Oversees the development and implementation of policies and procedures relating to accounting and information technology as they pertain to development and alumni operations.
3. Develops, communicates, and coordinates the implementation of the OADSS strategic vision and plan.
4. Serves as representative of the OADSS in dealings with other University departments, outside vendors, and clients.
5. Negotiates all contracts pertaining to the department including, but not limited to software licenses and agreements, consulting engagements, facilities lease agreements, and various service contracts.
6. Chairs and serves on a number of University committees as representative of the OADSS.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Accounting, Finance, Economics, Business Administration, or related field.
<b>Experience (yrs.)</b>	8	Experience in directing and managing financial and information technology operations.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

Knowledge of business operations, finance and budgeting activities, and information technology principles and applications.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/7/2011

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