Auburn University Job Description

Job Title: **Dir, OIT Administration**

Job Code: **EA96**

FLSA status: Exempt

Job Family: No Family

Grade 38: $78,900 - $131,600

Job Summary

Directs and administers all administrative, fiscal, and business operations of the Office of Information Technology.

Essential Functions

1. Exercises primary responsibility over the accounting, reporting, budgeting, and monitoring of all financial matters.

2. Prepares and monitors the operating budget and provides financial reporting and analysis for business operations and project accounting.

3. Directs and coordinates human resources activities.

4. Manages and coordinates placement, salaries, and promotions for the campus-wide Information Technology job family.

5. Manages and oversees the facilities management of the OIT Building and infrastructure.

6. Develops and implements fiscal policies and procedures which ensure generally accepted accounting principles, regulations governing contractual agreements, state bid laws, other regulations, and good fiscal practices are employed.

7. Advises management officials on complex fiscal matters, budgetary considerations, transfer of funds, and other fiscal matters.

8. Assists with short and long term planning to include, but not limited to, identifying objectives, establishing priorities, writing plans and proposals, preparing budget/resource requests, evaluating data, assessing project feasibility and project requirements.

9. Serves as liaison to administrators, department personnel, faculty, staff, and vendor/contractors regarding policies, procedures, and problem resolution on a variety of financial and human resources issues related to information technology.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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

	Minimum	Focus of Education/Experience
Education	Four-year college degree	Degree in Information Technology, Computer Science, Business, Finance, or Accounting.
Experience (yrs.)	6	Experience in financial management or information technology

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of accounting and budget principles and practices and the analysis of financial data. Knowledge of information technology operations.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, and lifting up to 25 pounds.

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

Date: 5/31/2012