Auburn University Job Description

Job Title:	**Exec Dir, Office of Info Tech**	Job Family:	No Family
Job Code:	**MA01**	Grade 41:	$120,200 - $200,300
FLSA status:	Exempt		

Job Summary

Reporting to the Provost, provides leadership, management, planning, budgeting, and overall direction to the Office of Information Technology (OIT), which is the central IT school level unit. Serves as chief advocate for IT at Auburn University.

Essential Functions

1. Provides management oversight to the Office of Information Technology in conjunction with the appropriate campus IT advisory groups.

2. Oversees the development and implementation of plans, establishes priorities for IT initiatives within the Office of Information Technology and coordinates comprehensive planning of Auburn University divisions with regards to IT.

3. Oversees the development and management of budgeting, financial accounting, and funding requests for the Office of Information technology.

4. Coordinates IT initiatives between and among the Office of Information Technology and various departments, schools, and/or colleges IT units.

5. Oversees human resources activities for the office of Information Technology to ensure high levels of employee performance, retention, and satisfaction.

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

	Minimum	Focus of Education/Experience
Education	Four-year college degree	Degree in Business Administration, Management, Computer Engineering, Computer Science, Information Systems, or related field
Experience (yrs.)	10	Experience in management, project planning, and budgeting

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 information technology principles and applications, computer system management methodologies and new technologies, and accounting and budgeting principles and practices. Skill in developing, implementing, and assessing strategic plans.

Certification or Licensure Requirements

None Required.

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 walking, sitting, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires standing, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 1/3/2012