
Auburn University Job Description

Job Title: **Assoc Exec Dir, OIT**

Job Family: No Family

Job Code: **MA02**

Grade 40: \$102,500 - \$170,700

FLSA status: Exempt

Job Summary

Provides leadership to and directs the activities of departments within the Office of Information Technology (OIT), serves as a member of the senior management team responsible for building awareness of and consensus on IT issues, and coordinates development of IT technologies.

Essential Functions

1. Provides management oversight of departments in the Office of Information Technology.
2. Directs the activity of departments in OIT, including organizing and assigning responsibilities, allocating and scheduling resources, initiating and administering departmental policies, standards, procedures, budgets, services, etc.
3. Oversees all aspects of personnel management within departments ensuring high levels of employee performance, retention, and satisfaction.
4. Develops short-range and long-term plans for departments, including identifying objectives, establishing priorities, writing planning documents and proposals, and preparing budgets and resource requests.
5. Serves as liaison to OIT user/client areas (especially faculty) throughout the University, external associations, and agencies and acts as their representative within the division.

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>
Education	Four-year college degree	Degree in Business Administration, Management, Computer Engineering, Computer Science, Information Systems, or related field
Experience (yrs.)	8	Experience in management, project planning, and budgeting

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 information technology principles and applications, computer system management methodologies and new technologies, and accounting and budgeting principles and practices.

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 sitting, talking, hearing, handling objects with hands,

Job occasionally requires standing, walking, 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: 8/17/2009
