
Auburn University Job Description

Job Title: **Mgr, Info Tech**

Job Family: No Family

Job Code: **MA04**

Grade 37: \$68,700 - \$114,500

FLSA status: Exempt

Job Summary

Manages the delivery of services relating to multiple technologies in one or more of the following information technology areas: system administration, network support, operating systems support, systems design and/or implementation, telecommunications systems, or user/client services.

Essential Functions

1. In broad service areas, supervises and provides highly complex technical design, implementation, maintenance, system administration, and support of hardware, software, network, and/or instructional technology.
2. In broad service areas, supervises and provides end-user support through consultation and advising, problem identification and resolution, training, and preparation/maintenance of documentation.
3. Develops and maintains policies, procedures, methods and tools for area of responsibility, consistent with Auburn University and OIT policies and procedures.
4. Provides advice to upper management and has direct responsibility for project and/or unit management, human resources, and budget administration.
5. May provide or coordinate on-call support for designated systems or services.

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.)	5	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.

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, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

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

Date: 1/4/2012
