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## Auburn University Job Description

Job Title:	<b>Assoc Dir, Info Tech</b>	Job Family:	No Family
Job Code:	<b>MA05</b>	Grade 38:	\$78,900 - \$131,600
FLSA status:	Exempt		

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### Job Summary

Provides professional and operational leadership to employees in information technology to include systems administration and networking, research computing, quality assurance and/or program management related to systems design and/or implementation by managing staff, researching and implementing technological strategic solutions.

### Essential Functions

1. Directs highly complex technical design, implementation, maintenance, system administration and support for multiple areas reporting to a central IT director.
2. Establishes short and long-range operational goals and objectives for unit; provides advice and recommendations to IT senior leadership in the development, implementation and evaluation of new or modified operating policies, practices and procedures within the specified functional area of focus; ensures compliance and establishes strategies for risk mitigation and contingency planning.
3. Provides administrators and other client representatives with information technology support services, including on-site departmental consulting; coordinates outreach efforts; communicates strategic project schedules, specific status updates for major projects and technical support/enhancements of departmental applications.
4. Works with outside vendors, senior OIT leadership, governance committees, research personnel, faculty, student groups, campus IT staff, external higher education consortia and others across campus serving as the principal point expert within specified areas of focus to ensure smooth transitions, deployment and operational processes.
5. Manages and/or provides day-to-day leadership to managers and other staff members of a complex unit or division and system; explains overall departmental direction to staff and assesses staff contributions to that direction. Leads in the absence of the director.

### 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 Business Administration, Management, Computer Engineering, Computer Science, Information Systems or related field.
<b>Experience (yrs.)</b>	6	Experience in project planning with a set of related projects; experience in change management and communications within a set of related projects or single program; experience in providing technology support services to remote locations; experience in team building, coaching, skills assessment, and performance evaluations. All experience must show progressively increasing levels of responsibility and accountability. Must have 2 years of experience directly supervising full-time employees.

#### **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**

Comprehensive applied knowledge and expertise in at least one of the following areas: cyber security, data center operations, voice, data and video communications, financial, academic support systems or helpdesk operations.

#### **Certification or Licensure Requirements**

When assigned to Cyber Security, must achieve at least one certification in an area of cyber security specialization. For example, Certified Information Systems Security Professional (CISSP).

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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, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, and lifting up to 100 pounds.

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

Date: 4/17/2017

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