
Auburn University Job Description

Job Title:	Dir, Info Tech (Unit)	Job Family:	No Family
Job Code:	MA12	Grade 39:	\$90,800 - \$151,300
FLSA status:	Exempt		

Job Summary

Provides overall vision, leadership, and management of information services to a college or other major unit (e.g. library, finance), including planning, sourcing, and support information technology as defined by the overall IT strategy of the University (Office of the CIO). Represents the unit on committees and is the senior point of contact for IT issues between the unit's leadership and the Office of the CIO. This role is more than the top technical resource; rather, the focus is on management of all aspects of technology service delivery, including high level consultation with senior leadership, proposal development, negotiation of service levels and management of multiple projects, vendors, and OIT services.

Essential Functions

1. Consults with senior leaders to understand instructional, transactional, and reporting needs that can be supported through information technology and services and prepares written proposals for significant initiatives.
2. Maintains high level of service quality for end users of information technology, monitors performance against standards or service level agreements, and initiates corrective action with internal or external service providers when appropriate.
3. Manages budgets and oversees procurement and selection of information technology resources.
4. Directs technology development, including IT architectures, hardware and software platforms, networking, system administration, specialized applications, and web or multimedia technologies.
5. Establishes policies and procedures for information services within the unit, covering project management, unit-level procurement, and issue tracking.

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.)	6	Experience in management, project planning, and budgeting with progressively increasing levels of responsibility and accountability. Must have 2 years 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

Knowledge of information technology principles and applications, computer system management methodologies, and new technologies. Knowledge of principles and practices of leadership, motivation, team building, and conflict resolution. Knowledge of modern office practices, methods and computer equipment. Knowledge of budgeting procedures and techniques.

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 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, .

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: 4/28/2017
