
Auburn University Job Description

Job Title:	Assoc Dir, I.T. ACES, AG	Job Family:	No Family
Job Code:	MA15	Grade 38:	\$77,300 - \$129,000
FLSA status:	Exempt		

Job Summary

Assists in providing leadership and direction for the activities of the Information Technology unit of ACES, College of Agriculture, and AAES. Assists the IT Director, ACES with administrative and operational functions.

Essential Functions

1. Provides management oversight, direction, and coordination of various activities and functions of the IT unit, including organizing and assigning responsibilities, allocating and scheduling resources, and initiating and administering departmental policies, standards, procedures, budgets and services.
2. Identifies, develops, and coordinates strategies for new and emerging technologies.
3. Manages budgets pertaining to organization-wide equipment and software purchases; coordinates with end-users to identify equipment and software needs, selects information technology resources, and facilitates procurement.
4. Develops short-range and long-term IT plans, including identifying objectives, establishing priorities, writing planning documents and proposals, and preparing budgets and resource requests
5. Maintains strong relationships with faculty and program team leaders and serves as end-user liaison and representative.

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.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

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 IT trends/advances and business/management principles involved in strategic planning, resource allocation, leadership and coordination of people and resources.

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.

Job occasionally requires standing, walking, handling objects with hands, and lifting up to 50 pounds.

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

Date: 1/5/2012
