
Auburn University Job Description

Job Title:	Exec Dir, Chief Techn Ops	Job Family:	No Family
Job Code:	MA25	Grade 42:	\$138,300 - \$230,500
FLSA status:	Exempt		

Job Summary

Serves as the senior OIT leader responsible for daily operations of Auburn University's core technologies, which includes all elements of networking, helpdesk, data center, classroom design and maintenance, and telecommunications.

Essential Functions

1. Technology Operations - supervises the work of subordinates who provide critical technology services to the campus. Supervision includes monitoring system performance, establishing and tracking metrics, guiding fault analyses and planning appropriate steps to correct issues identified in root cause analyses.
2. Quality Assurance Management - supervises and assists in development and execution of quality assurance plans. This position assures that quality assurance management is engaged in integrating quality producing elements into the initial project planning phase. This position assures post development testing is conducted early and identified errors corrected prior to moving a product or service into production.
3. Technology Consulting - as a technology expert, this position is a member of a number of campus committees. This position leads a subcommittee of the Research Computing Governance team, and in doing so, helps bridge scientists' need for computing power with the appropriate technology. The position is a member, either primary or ex officio, of all technology governance committees.
4. Strategic Planning - responsible for providing input to the information technology strategic planning process. Input is generated by direct interaction with faculty, staff, students, campus executives, and executives from other universities, and the private sector.
5. Other Duties - any number of other duties may be required of this position. These duties include participation on search committees, reviewing technical contracts and service offerings, or presenting in academic or conference forums. This position may serve as Auburn's senior IT leader in the absence of the CIO.

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 Management Information Systems or Computer Science.
Experience (yrs.)	15	Experience leading, managing, and supervising teams across an IT organization. Experience in dealing with politically sensitive issues. Experience interacting with C-level executives in public and private sector is essential and required.

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 and advanced understanding of complex technical issues related to networking, cyber security, IT staff development, budgeting, project management, quality assurance, and leadership principles/best practices.

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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing, handling objects with hands,

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 2/9/2018
