Auburn University Job Description

Job Title: ETS Chief Engineer
Job Code: OC17*
FLSA status: Exempt

Job Summary
Oversees the operation technology related service centers within the Office of Information Technology that support The Media Production Group, AU Cable Television, AU Satellite Uplink, and Classroom Design and Construction.

Essential Functions
1. Maintains video/audio production, post-production, and transmission equipment and ensures proper use.
2. Maintains and reviews budgets for technology related service centers.
3. Provides collaborative technical assistance to The Media Production Group's producers and directors.
4. Researches, selects, and implements new methods and/or equipment in order to improve efficiency and deliverables.
5. Ensures all video and audio products generated conform to all federal guidelines as well as other relevant technical specifications.
6. Plans, specifies or approves purchases of all supplies and equipment for the department and field production units of the division.

Supervisory Responsibility
Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td></td>
<td>Four-year college degree</td>
<td>Degree in Computer Engineering, Computer</td>
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<td>Science, Information Systems, or related</td>
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<td>Experience (yrs.)</td>
<td>5</td>
<td>Experience in operation technologies related</td>
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<td>to media production, television, satellite</td>
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<td>uplink, and/or classroom technologies</td>
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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

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires walking, sitting, reaching, talking, hearing, and lifting up to 10 pounds.
Job occasionally requires standing, handling objects with hands, and lifting up to 25 pounds.
Vision requirements: Ability to see information in print and/or electronically.

Date: 1/3/2012