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## Auburn University Job Description

Job Title:	<b>Dir, Info Tech</b>	Job Family:	No Family
Job Code:	<b>MA03</b>	Grade 39:	\$90,800 - \$151,300
FLSA status:	Exempt		

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### Job Summary

Directs one or more functional areas within OIT, including personnel management, planning, budgeting, project management, and establishment of policies and procedures, in support of OIT's goals.

### Essential Functions

1. Participates in personnel management, evaluates managers, assists and reviews manager's evaluation of team members, makes recommendations, and reviews manager recommendations for promotions.
2. Participates in OIT planning. Develops objectives to assist OIT in meeting its goals. Assists managers in developing goals for their teams which are consistent with and help OIT meet its overall goals.
3. Directs projects. Ensures project priorities, planning, documentation, and implementation meet OIT's goals.
4. Participates in OIT budgeting; establishes and reviews project budgets, evaluates budget requests vs. available budgets. Researches and identifies project funding sources.
5. Establishes and administers standards, policies, procedures, and methodologies for performing tasks. Reviews policies and procedures managers have established for their areas.

### 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 management, project planning, and budgeting

### 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

Knowledge of information technology principles and applications, computer system management methodologies, and new technologies.

### Certification or Licensure Requirements

None Required.

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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, .

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: 1/3/2012

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