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## Auburn University Job Description

Job Title:	<b>Mgr, Info Tech Project</b>	Level I	Grade FM15 \$48,100 - \$81,800
Job Code:	<b>MA07</b>	Level II	Grade FM16 \$54,100 - \$92,000
FLSA status:	Exempt	Level III	Grade FM17 \$58,700 - \$105,700

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### Job Summary

Manages IT or telecommunications projects to insure installations are compliant, secure and satisfy the needs of University staff and end-users.

### Essential Functions

1. Manages and/or implements projects and design solutions for multiple information technology areas.
2. Consults with managers to identify needs and writes bid documents for the installation of telecommunications or computer infrastructure.
3. Reviews specifications, blueprints or other plans to ensure installations are technically correct and compliant with regulations, codes and internal/industry standards.
4. Conducts job site surveys or construction site visits, interacting with contractors, engineers, and architects, reviewing job installations.
5. Provides administrative oversight of projects including cost-tracking, budgetary projections and estimates, and submittal of billing information.
6. Reviews vendor products for evaluation of suitability, reading industry literature on technical parameters, and meeting with vendors.
7. Interacts with University staff on telecommunications-related issues.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*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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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under general supervision, plans, conducts and/or supervises projects. Reviews progress and evaluates results. Plans and assigns personnel for given projects. Recommends changes in procedures. Operates with substantial latitude for unreviewed action or decision. Reviews progress with management.	Possesses and applies comprehensive IT knowledge and project management methods to the completion of complex assignments.	High School diploma (or equivalent) plus 6 years of experience.
II	Plans and manages multiple projects. Reviews progress and evaluates results. Acts in liaison capacity with other departments, divisions, and organizations. Evaluates progress and results and recommends major changes in procedures. Operates with considerable latitude for unreviewed action or decision.	Possesses and applies comprehensive knowledge of particular field of specialization to the completion of significant assignments. Has well-developed leadership qualities. Crosses fields.	High School diploma (or equivalent) plus 8 years experience and certification as a Registered Communications Distribution Designer OR a bachelor's degree in discipline appropriate to position plus 4 years of experience.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or facilitate.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelor's degree in discipline appropriate to position plus 7 years of experience. Experience must include at least 3 years at the preceding level.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

- Level I** High School diploma (or equivalent) plus 6 years of experience.
- Level II** High School diploma (or equivalent) plus 8 years experience and certification as a Registered Communications Distribution Designer OR a bachelor's degree in discipline appropriate to position plus 4 years of experience.
- Level III** Bachelor's degree in discipline appropriate to position plus 7 years of experience. Experience must include at least 3 years at the preceding level.

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#### Focus of Education

Degree in Computer Engineering, Computer Science, Information Systems, or related field

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#### Focus of Experience

Experience in project management

#### 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

See Job Family Levels

#### Certification or Licensure Requirements:

At Level II if employee does not have a bachelor's degree: a certification as a Registered Communications Distribution Designer.

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### 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 standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires and lifting up to 100 pounds.

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

Date: 10/5/2018

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