

JOB INFORMATION

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|-------------------------|-------------------------------|
| Job Code | MA17 |
| Job Description Title | VP, Chief Information Officer |
| Pay Grade | ITUC |
| Range Minimum | \$0 |
| 33rd % | \$0 |
| Range Midpoint | \$0 |
| 67th % | \$0 |
| Range Maximum | \$0 |
| Exemption Status | Exempt |
| Approved Date: | 11/24/2019 12:33:29 PM |
| Legacy Date Last Edited | 8/30/2018 |

JOB FAMILY AND FUNCTION

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|---------------|------------------------|
| Job Family: | Information Technology |
| Job Function: | IT Leadership |

JOB SUMMARY

Reporting to the University President, provides strategic leadership, oversight, and management for all aspects of information systems to include, but not limited to, Information Technology (IT) governance, strategic planning and direction, development of policies, ensuring compliance requirements are met, asset management, analysis and evaluation of utilization and data sharing, and research, new initiatives, procurement and access control.

RESPONSIBILITIES

- Provides oversight and direction to all IT organizations within Auburn University to ensure university-wide mandated policies and procedures are appropriately and effectively implemented.
- Analyzes business needs presented by the user community and clients, and recommends technical solutions.
- Develops and enforces IT policies and procedures.
- Develops business case justifications and cost/benefit analyses for Auburn University IT spending and initiatives.
- Coordinates, authorizes, and oversees the research, deployment, monitoring, maintenance, development, and support of university technology solutions based on the institution-wide strategy.
- Oversees negotiations and administration of all vendor, consultant, and service contracts related to IT.
- Oversees the security of university information systems.
- Evaluates the effectiveness and efficiency of IT-related staffing and installed applications across the enterprise.
- Maintains awareness of changing IT trends and regulations which might impact the university and take action as required.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience |
|-------------------|---|-----|---------------------|---|
| Bachelor's Degree | Degree in Information Technology, Computer Science, Telecommunications, Information Systems Management, Business Administration, Educational Technology, or related field | and | 10 years of | Experience in a senior level technology leadership role, project planning and execution, and budgeting. |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of current and emerging technology principles and applications, computer system methodologies, and new technologies

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |
|-------------------------|--------------------------------|------------|------------------|
| None Required. | | | |

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Office and Administrative Support

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | | X | | |
| Sitting | | | | X | | |
| Lifting | | | | X | | 10 lbs |
| Climbing | | | X | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | X | | | |
| Talking | | | | X | | |
| Hearing | | | | X | | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|----------------------|-------|--------|--------------|------------|------------|
| Extreme temperatures | | X | | | |
| Hazards | | X | | | |
| Wet and/or humid | | X | | | |
| Noise | | X | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Chemical | | X | | | |
| Dusts | | X | | | |
| Poor ventilation | | X | | | |

Vision Requirements:

Ability to see information in print and/or electronically.