



# Dir, Info Tech

## J o b   D e s c r i p t i o n

### JOB INFORMATION

<i>Job Title:</i>	Dir, Info Tech
<i>Auburn Title:</i>	
<i>Job Code:</i>	MA67
<i>FLSA Classification:</i>	Exempt
<i>Salary Grade:</i>	IT11 \$88,100 - \$167,400
<i>Organizational use restricted to the following divisions:</i>	

### JOB FAMILY AND FUNCTION

<i>Job Family:</i>	Information Technology
<i>Job Function:</i>	IT Leadership

#### *Family Description*

This job family manages or performs work associated with analysis, design, implementation, operation, deployment, and support of the organization's information technology resources (including computer hardware, operating systems, communications, software applications, data processing and security), telecommunication systems, and software/database products by internal staff, outsourcing staff, or consultants. Activities include developing information technology strategies, policies and plans; maintenance and use of information technology resources; training and supporting technology users; telecommunications network planning, operations and site acquisition; programming software/database products for sale to external customers; developing PC, online, and mobile games; and internet product management & operations.

#### *Function Description*

Responsible for leading teams and processes associated with the management of the organization's information technology resources (including computer hardware, operating systems, communications, software applications, data processing and security), telecommunication systems, and software/database products. Activities include developing information technology strategies, policies and plans; managing the acquisition, implementation, maintenance and use of information technology resources; training and supporting technology users; telecommunications network planning, operations and site acquisition; programming software/database products for sale to external customers; developing PC, online, and mobile games; and internet product management & operations.

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### JOB SUMMARY

Provides overall vision, leadership, and management of all IT functions in OIT, college, school, or other major unit in support of instruction, research, outreach, and administrative needs. This includes planning, sourcing, and support of information technology as defined by the overall IT strategy of the University (Office of the CIO) and the unit. This position works per the direction of the unit's senior leadership team. Consults with senior leadership to understand needs that can be supported through technology, and recommends appropriate technology strategies. Makes IT budget recommendations for the unit. Oversees procurement and selection of information technology resources. Recommends policies and procedures for information technology and services within the unit.

### KEY RESPONSIBILITIES

	<i>% TIME</i>
<ul style="list-style-type: none"> <li>Works with senior leadership to understand instruction, research, outreach, and administrative needs that can be supported through information technology and services and prepares written proposals for significant initiatives.</li> </ul>	15%
<ul style="list-style-type: none"> <li>Maintains high level of service quality for end users of information technology, monitors performance against standards or service level agreements, and initiates corrective action with internal or external service providers when appropriate.</li> </ul>	15%

<ul style="list-style-type: none"> <li>Recommends or manages budgets and oversees procurement and selection of information technology resources ensuring compliance with University IT standards.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Directs technology development, working with IT architectures, hardware and software platforms, networking, system administration, information security, specialized applications, and web or multimedia technologies. Ensures compliance with University IT policies and procedures.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Directs IT projects ensuring priorities, planning, documentation and implementation aligns with Information Technology's strategic goals, IT policies and procedures.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Recommends or establishes policies and procedures for information technology and services within the unit, covering project management, unit-level procurement, and issue tracking.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Develops and mentors staff. Works to create depth in leadership, management and technical skills. Evaluates associate directors and managers, assists and reviews managers' evaluation of team members, makes recommendations, and reviews subordinate's recommendations for promotions.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Complies with all University IT policies and procedures. Establishes and administers unit standards, policies, procedures and methodologies for performing tasks. Reviews policies and procedures subordinates have established for their areas ensuring compliance with overarching IT policies.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Provides or coordinates on-call support for designated systems or services.</li> </ul>	10%

*The above key responsibilities 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 and the percent of time spent on each duty varies based on department needs.*

## MINIMUM QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform the minimum requirements listed below. The requirements listed below are representative of the skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the key responsibilities.*

Minimum Education and Experience					
Education Level	Field of Study		Years of Experience	Area of Experience	
Bachelor's Degree	Degree in Business Administration, Management, Computer Engineering, Computer Science, Information Systems, or related field.	And	7	Expert level experience in one or more IT specialties to include Infrastructure Operations and Planning, Academic & Research Computing Support, or IT Service Support. Five or more years of experience in IT management (direct supervision of full-time employees), project planning and the budgeting process; experience developing support strategies for IT service to users in small to mid-sized unit.	

## Minimum Skills and Abilities

Description	Proficiency	
Knowledge of information technology principles and applications, computer system management methodologies, information security principles, and new technologies.	Advanced	
Knowledge of technical management, information analysis, and company hardware systems	Advanced	
Knowledge of business and management principles involved in strategic planning, resources allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.	Advanced	
Strong knowledge of project management principles.	Advanced	
Knowledge of budget control methods, policies, and procedures.	Advanced	
Excellent communication skills both written and verbal.	Advanced	

<b>Minimum Licenses and Certifications</b>			
<i>Licenses/Certifications</i>	<i>Licenses/Certification Details</i>	<i>Time Frame</i>	
None Required.			

*Approved* 11/10/2019

*Date:*