AUBURN
Human Resources

Dir, OIT Administration

Job Description

JOB INFORMATION

Job Code	EA96
Job Description Title	Dir, OIT Administration
Pay Grade	FO14
Range Minimum	$95,010
33rd %	$123,510
Range Midpoint	$137,760
67th %	$152,010
Range Maximum	$180,510
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/31/2012

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Business Administration

JOB SUMMARY

Directs and administers all administrative, fiscal, and business operations of the Office of Information Technology.

RESPONSIBILITIES

- Exercises primary responsibility over the accounting, reporting, budgeting, and monitoring of all financial matters.
- Prepares and monitors the operating budget and provides financial reporting and analysis for business operations and project accounting.
- Directs and coordinates human resources activities.
- Manages and coordinates placement, salaries, and promotions for the campus-wide Information Technology job family.
- Manages and oversees the facilities management of the OIT Building and infrastructure.
- Develops and implements fiscal policies and procedures which ensure generally accepted accounting principles, regulations governing contractual agreements, state bid laws, other regulations, and good fiscal practices are employed.
- Advises management officials on complex fiscal matters, budgetary considerations, transfer of funds, and other fiscal matters.
- Assists with short and long term planning to include, but not limited to, identifying objectives, establishing priorities, writing plans and proposals, preparing budget/resource requests, evaluating data, assessing project feasibility and project requirements.
- Serves as liaison to administrators, department personnel, faculty, staff, and vendor/contractors regarding policies, procedures, and problem resolution on a variety of financial and human resources issues related to information technology.

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

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.

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 to 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, Business, Finance, or Accounting.	and	6 years of	Experience in financial management or information technology	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of accounting and budget principles and practices and the analysis of financial data.	
Knowledge of information technology operations.	

MINIMUM LICENSES & CERTIFICATIONS

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

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
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 cold			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.