AUBURN
Human Resources

Mgr, Info Tech
Job Description

JOB INFORMATION

Job Code	MA04
Job Description Title	Mgr, Info Tech
Pay Grade	IT09
Range Minimum	$80,230
33rd %	$101,620
Range Midpoint	$112,320
67th %	$123,020
Range Maximum	$144,410
Exemption Status	Exempt
Approved Date:	12/10/2025 3:52:08 PM

JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	IT Leadership

JOB SUMMARY

Manages the delivery of services relating to multiple technologies in one or more of the following information technology areas: system administration, network support, operating systems support, systems design and/or implementation, telecommunications systems, or user/client services.

RESPONSIBILITIES

- Supervises and provides highly complex technical design, implementation, maintenance, system administration, and support of hardware, software, network, and/or instructional technology.
- Supervises and provides end-user support through consultation and advising, problem identification and resolution, training, and preparation/maintenance of documentation.
- Assists in the development and maintenance of IT policies, procedures, methods and tools for area of responsibility, consistent with Auburn University and OIT policies and procedures.
- Provides advice to upper management and has direct responsibility for project and/or unit management, human resources, and budget administration.
- May provide or coordinate on-call support for designated systems or services.

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	Supervises others with full supervisory responsibility.

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	in no specific discipline. Degree in Business Administration, Management, Computer Engineering, Computer Science, Information Systems, or related field desired.	and	5 years of	experience in a specific IT specialty.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of information technology principles and applications, computer system management methodologies and new technologies.	And
Knowledge of project and operations management to include team leadership skills including motivating team and group processes, team collaboration, empowering, coaching, mentoring, training, and supervising staff.	And
Ability to translate specific strategic information into operational programs. Industry related skills to include knowledge of the IT industry and trends, knowledge of IT security regulations, and proficiency in ITIL.	And
Ability to work well under pressure and recognize, analyze, and solve a variety of problems.	And
Ability to plan, assign, and/or supervise the work of others.	And
Excellent communication skills both written and verbal.	
Strong technical aptitude and computer skills.	

MINIMUM LICENSES & CERTIFICATIONS

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

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			
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.