AUBURN
Human Resources

Assoc Dir, Info Tech
Job Description

JOB INFORMATION

Job Code	MA05
Job Description Title	Assoc Dir, Info Tech
Pay Grade	IT10
Range Minimum	$92,260
33rd %	$116,870
Range Midpoint	$129,170
67th %	$141,470
Range Maximum	$166,070
Exemption Status	Exempt
Approved Date:	12/11/2025 3:17:02 PM

JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	IT Leadership

JOB SUMMARY

Provides professional and operational leadership to employees in information technology to include systems administration and networking, research computing, quality assurance and/or program management related to systems design and/or implementation by managing staff, researching and implementing technological strategic solutions.

RESPONSIBILITIES

- Directs highly complex technical design, implementation, maintenance, system administration and support for multiple areas reporting to a central IT director.
- Establishes short and long-range operational goals and objectives for unit; provides advice and recommendations to IT senior leadership in the development, implementation and evaluation of new or modified operating policies, practices and procedures within the specified functional area of focus; ensures compliance and establishes strategies for risk mitigation and contingency planning.
- Provides administrators and other client representatives with information technology support services, including on-site departmental consulting; coordinates outreach efforts; communicates strategic project schedules, specific status updates for major projects and technical support/enhancements of departmental applications.
- Works with outside vendors, senior OIT leadership, governance committees, research personnel, faculty, student groups, campus IT staff, external higher education consortia and others across campus serving as the principal point expert within specified areas of focus to ensure smooth transitions, deployment and operational processes.
- Manages and/or provides day-to-day leadership to managers and other staff members of a complex unit or division and system; explains overall departmental direction to staff and assesses staff contributions to that direction. Leads in the absence of the director.

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	6 years of	experience in IT management and project planning to include IT change management, technology support services (for local and remote locations); team building, coaching, skills assessment, and performance evaluations. All experience must show progressively increasing levels of responsibility and accountability. Must have 4 or more years of experience directly supervising full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Comprehensive applied knowledge and expertise in at least one of the following areas: cyber security, data center operations, voice, data, and video communications, financial, academic support systems, or helpdesk operations.	And
Knowledge of budget control methods, policies, and procedures.	And
Ability to 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.	And
Strong technical aptitude and computer skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
CISSP Certified Information Systems Security Professional	When assigned to Cyber Security, must achieve at least one certification in an area of cyber security specialization.	Upon Hire	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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.