AUBURN
Human Resources

Mgr I, Info Tech Project

Job Description

JOB INFORMATION

Job Code	MA07A
Job Description Title	Mgr I, Info Tech Project
Pay Grade	FM15
Range Minimum	$55,080
33rd %	$67,930
Range Midpoint	$74,360
67th %	$80,790
Range Maximum	$93,640
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/5/2018

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Facilities Services

JOB SUMMARY

Manages IT or telecommunications projects to insure installations are compliant, secure and satisfy the needs of University staff and end-users.

RESPONSIBILITIES

- Manages and/or implements projects and design solutions for multiple information technology areas.
- Consults with managers to identify needs and writes bid documents for the installation of telecommunications or computer infrastructure.
- Reviews specifications, blueprints or other plans to ensure installations are technically correct and compliant with regulations, codes and internal/industry standards.
- Conducts job site surveys or construction site visits, interacting with contractors, engineers, and architects, reviewing job installations.
- Provides administrative oversight of projects including cost-tracking, budgetary projections and estimates, and submittal of billing information.
- Reviews vendor products for evaluation of suitability, reading industry literature on technical parameters, and meeting with vendors.
- Interacts with University staff on telecommunications-related issues.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	
High School Diploma or GED	High School Diploma required. Advanced Degree in Computer Engineering, Computer Science, Information Systems, or related field is desired.	and	6 years of	Experience in project management.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Possesses and applies comprehensive IT knowledge and project management methods to the completion of complex assignments.	

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

Vision Requirements:
Ability to see information in print and/or electronically.