AUBURN
Human Resources

VP, Chief Information Officer

Job Description

JOB INFORMATION

Job Code	MA17
Job Description Title	VP, Chief Information Officer
Pay Grade	ITUC
Range Minimum	$0
33rd %	$0
Range Midpoint	$0
67th %	$0
Range Maximum	$0
Exemption Status	Exempt
Organizational use restricted to the following divisions	151 CIO-VP Information Technology
Approved Date:	11/24/2019 12:33:29 PM
Legacy Date Last Edited	8/30/2018

JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	IT Leadership

JOB SUMMARY

Reporting to the University President, provides strategic leadership, oversight, and management for all aspects of information systems to include, but not limited to, Information Technology (IT) governance, strategic planning and direction, development of policies, ensuring compliance requirements are met, asset management, analysis and evaluation of utilization and data sharing, and research, new initiatives, procurement and access control.

RESPONSIBILITIES

- Provides oversight and direction to all IT organizations within Auburn University to ensure university-wide mandated policies and procedures are appropriately and effectively implemented.
- Analyzes business needs presented by the user community and clients, and recommends technical solutions.
- Develops and enforces IT policies and procedures.
- Develops business case justifications and cost/benefit analyses for Auburn University IT spending and initiatives.
- Coordinates, authorizes, and oversees the research, deployment, monitoring, maintenance, development, and support of university technology solutions based on the institution-wide strategy.
- Oversees negotiations and administration of all vendor, consultant, and service contracts related to IT.
- Oversees the security of university information systems.
- Evaluates the effectiveness and efficiency of IT-related staffing and installed applications across the enterprise.
- Maintains awareness of changing IT trends and regulations which might impact the university and take action as required.

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 supervise employees but supervision is not the main focus of the job.

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 Information Technology, Computer Science, Telecommunications, Information Systems Management, Business Administration, Educational Technology, or related field	and	10 years of	experience in a senior level technology leadership role, project planning and execution, and budgeting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of current and emerging technology principles and applications, computer system methodologies, and new technologies	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking				X		
Sitting				X		
Lifting				X		10 lbs
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 temperatures		X			
Hazards		X			
Wet and/or humid		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise		X			
Chemical		X			
Dusts		X			
Poor ventilation		X			

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