AUBURN
Human Resources

Exec Dir, ChiefTechOps/Dep CIO

Job Description

JOB INFORMATION

Job Code	MA25
Job Description Title	Exec Dir, ChiefTechOps/Dep CIO
Pay Grade	IT13
Range Minimum	$142,600
33rd %	$190,140
Range Midpoint	$213,900
67th %	$237,670
Range Maximum	$285,200
Exemption Status	Exempt
Approved Date:	11/24/2019 12:43:38 PM
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JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	IT Leadership

JOB SUMMARY

Serves as the senior OIT leader responsible for daily operations of Auburn University's core technologies, which includes all elements of networking, helpdesk, data center, classroom design and maintenance, and telecommunications. Leads campus information technology in the absence of the Vice President for Information Technology/CIO.

RESPONSIBILITIES

- Supervises the work of subordinate employees who provide critical technology services to the campus. Supervision includes monitoring system performance, establishing and tracking metrics, guiding fault analyses and planning appropriate steps to correct issues identified in root cause analyses.
- Supervises and assists in development and execution of quality assurance plans. This position assures that quality assurance management is engaged in integrating quality producing elements into the initial project planning phase. Assures post development testing is conducted early and identified errors are corrected prior to moving a product or service into production.
- Leads a subcommittee of the Research Computing Governance team, and in doing so, helps bridge scientists' needs for computing power with the appropriate technology. Serves as a member, either primary or ex-officio, of all technology governance committees.
- Provides input to the information technology strategic planning process. Input is generated by direct interaction with faculty, staff, students, campus executives, executives from other universities, and the private sector.
- Inputs participation on search committees, reviews technical contracts and service offerings, and presents in academic or conference forums. This position may serve as Auburn's senior IT leader in the absence of the CIO.

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	Degree in Business Administration, Management, Computer Engineering, Computer Science, Information Systems, or related IT field. Master's Degree Preferred.	and	10 years of	Experience leading, managing, and supervising teams across an IT organization. Experience in dealing with politically sensitive issues. Experience interacting with C-level executives in public and private sector is essential and required. Experience to include multiple specialties such as Enterprise Services, Cybersecurity, Infrastructure Operations and Planning; Academic & Research Computing, Academic & Research Support , IT Business Services or IT Service Support. Eight (8) or more years of experience in IT management (direct supervision of full time employees), project planning and the budgeting process; experience developing tiered support strategies for service to constituents in a large, complex University environment.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced knowledge of and advanced understanding of complex technical issues related to networking, cyber security, IT staff development, project management, quality assurance, and leadership principles/best practices.	And
Advanced knowledge of budget control methods, policies, and procedures.	And
Advanced knowledge of business and management principles involved in strategic planning, resources allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.	And
Advanced knowledge of information technology principles and applications, computer system management methodologies, information security principles, and new technologies.	And
Strong relationship building and negotiation skills.	And
Strong technical aptitude and computer skills.	And
Demonstrable experience negotiating technology contracts and statements of work.	

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			25 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			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.