AUBURN
Human Resources

Mgr, IT Asset Management

Job Description

JOB INFORMATION

Job Code	MA56
Job Description Title	Mgr, IT Asset Management
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:	7/21/2025 9:30:25 AM

JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	Software Asset Management

JOB SUMMARY

The Manager of IT Asset Management provides strategic leadership and operational oversight for the full lifecycle of software asset and vendor management within OIT. This role directs the development and implementation of enterprise-wide frameworks for contract and license management, ensuring alignment with institutional goals, compliance standards, and fiscal responsibility. The manager collaborates with Procurement and senior leadership to guide vendor negotiations and licensing strategies, while supervising the IT Asset Management team to support performance, development, and strategic workforce planning. This position also maintains awareness of industry trends and regulatory changes, translating them into actionable strategies that support OIT's mission and stakeholder needs.

RESPONSIBILITIES

- Oversees the translation of complex technical IT asset requirements into actionable business strategies by directing team efforts and ensuring documentation standards are met. Provides strategic guidance on contract evaluations and vendor negotiations in collaboration with Procurement and senior leadership.
- Aligns IT asset procurement strategies with organizational goals by leading vendor engagement, negotiating enterprise-wide licensing agreements, and ensuring compliance with budgetary and technical requirements.
- Manages the IT Vendor/IT Asset Management team, including direct supervision, performance evaluation, professional development planning, and strategic workforce alignment to meet evolving organizational needs.
- Designs and implements enterprise-wide software asset management frameworks, ensuring scalability, compliance, and alignment with institutional risk and cost-containment strategies.
- Serves as a strategic advisor to executive leadership by delivering financial insights, forecasting software asset expenditures, and shaping long-term licensing and vendor strategies.
- Leads a customer-centric culture by ensuring service delivery aligns with institutional priorities and stakeholder expectations. Accountable for team operations, acting as the primary liaison for cross-departmental initiatives and driving alignment with OIT’s strategic objectives through effective communication and collaboration.

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 no specific discipline. Degree in IT or related field is preferred.	and	6 years of	experience interpreting complex licensing terms and contractual conditions.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of project and operations management to include team leadership skills, including motivating team and group processes, team collaboration, empowering, coaching, mentoring, training, ethical integrity, and/or supervising staff.	
Broad knowledge of the IT industry, products, and services. Knowledge of concepts, practices, and procedures of vendor and asset management. Knowledge of contract management, negotiation, and asset management.	
Knowledge of state and federal contract guidelines.	
Knowledge and understanding of licensing compliance rules, retrieval, and experience in interpreting end-user license and product use agreements.	
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:	Office and Administrative Support

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 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.