AUBURN
Human Resources

Dir, Info Tech

Job Description

JOB INFORMATION

Job Code	MA67
Job Description Title	Dir, Info Tech
Pay Grade	IT11
Range Minimum	$102,440
33rd %	$133,180
Range Midpoint	$148,540
67th %	$163,910
Range Maximum	$194,640
Exemption Status	Exempt
Approved Date:	12/9/2025 4:01:45 PM

JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	IT Leadership

JOB SUMMARY

Provides overall vision, leadership, and management of all IT functions in OIT, college, school, or other major unit (e.g. library, finance) in support of instruction, research, outreach, and administrative needs. This includes planning, sourcing, and support of information technology as defined by the overall IT strategy of the University (Office of the CIO) and the unit. This position works per the direction of the unit's senior leadership team. Consults with senior leadership to understand needs that can be supported through technology, and recommends appropriate technology strategies. Makes IT budget recommendations for the unit. Oversees procurement and selection of information technology resources. Recommends policies and procedures for information technology and services within the unit.

RESPONSIBILITIES

- Works with senior leadership to understand instruction, research, outreach, and administrative needs that can be supported through information technology and services and prepares written proposals for significant initiatives.
- Maintains high level of service quality for end users of information technology, monitors performance against standards or service level agreements, and initiates corrective action with internal or external service providers when appropriate.
- Recommends or manages budgets and oversees procurement and selection of information technology resources ensuring compliance with University IT standards.
- Directs technology development, working with IT architectures, hardware and software platforms, networking, system administration, information security, specialized applications, and web or multimedia technologies. Ensures compliance with University IT policies and procedures.
- Directs IT projects ensuring priorities, planning, documentation and implementation aligns with Information Technology’s strategic goals, IT policies and procedures.
- Recommends or establishes policies and procedures for information technology and services within the unit, covering project management, unit-level procurement, and issue tracking.
- Develops and mentors staff. Works to create depth in leadership, management and technical skills. Evaluates associate directors and managers, assists and reviews managers’ evaluation of team members, makes recommendations, and reviews subordinate’s recommendations for promotions.
- Complies with all University IT policies and procedures. Establishes and administers unit standards, policies, procedures and methodologies for performing tasks. Reviews policies and procedures subordinates have established for their areas ensuring compliance with overarching IT policies.
- Provides or coordinates on-call support for designated systems or services.

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	7 years of	expert level experience in one or more IT specialties to include Infrastructure Operations and Planning, Academic & Research Computing Support, or IT Service Support. Five or more years of experience in IT management (direct supervision of full-time employees), project planning and the budgeting process; experience developing support strategies for IT service to users in small to mid-sized unit.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of information technology principles and applications, computer system management methodologies, information security principles, and new technologies.	And
Knowledge of technical management, information analysis, and company hardware systems	And
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
Strong knowledge of project management principles.	And
Knowledge of budget control methods, policies, and procedures.	And
Excellent communication skills both written and verbal.	

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		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.