AUBURN
Human Resources

Lead-IT Vendor Software Asset Analyst

Job Description

JOB INFORMATION

Job Code	MA70
Job Description Title	Lead-IT Vendor Software Asset Analyst
Pay Grade	IT08
Range Minimum	$69,760
33rd %	$88,370
Range Midpoint	$97,670
67th %	$106,970
Range Maximum	$125,580
Exemption Status	Exempt
Approved Date:	11/24/2019 1:11:48 PM
Legacy Date Last Edited	1/13/2023

JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	It Asset Management

JOB SUMMARY

The Lead Analyst, IT Vendor/Software Assets provides analysis, reporting, support, and consultation with OIT leadership, campus IT
leadership, and OIT software asset management team. This role encompasses all processes associated with the life-cycle of software license management currently under the management of the OIT Vendor /Software team and any future software assets to be added. This role includes maintaining an awareness and understanding of relevant software asset management industry trends, best practices and regulations, including their potential impact, and formulates appropriate methodologies and strategies that benefit the organization.

RESPONSIBILITIES

- Through self or others, translates technical software requirements into business terms and creates and maintains appropriate documentation of software transactions, entitlements, maintenance subscriptions, and other licensing information. Reviews contracts, works in online systems provided by vendors, and provides customer support. Works closely with the Procurement Office on contract evaluations and proposals.
- Understands the strategic goals, technical requirements, deadlines, and budgetary limitations of the IT organization and works directly with software vendors to procure and/or license software packages and configurations that meet the needs of the organization.
- Leads and coordinates the efforts of the OIT Vendor/Software asset unit, including the supervision, development, and training of subordinate employees.
- Develops and supports software license asset management methodologies.
- Advises the CIO, Executive Director, and Director of Administration by providing financial details related to planned and active contracts.
- Builds strong customer relationships and delivers customer-centric solutions.
- May serve as a lead within the team, coordinating the work of others and serving as the primary contact.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	No specific discipline. Degree in IT or related field is preferred.	and	6 years of	Experience in technology vendor and software asset management. Experience interpreting licensing terms and conditions. Relevant IT experience in IT support and analysis, preferably in a university setting	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of large university operating requirements to include an in-depth understanding of University policies and procedures.	And
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.	And
Knowledge of state and federal contract guidelines.	And
Knowledge and understanding of licensing compliance rules, retrieval, and experience in interpreting end-user license and product use agreements.	And
Excellent communication skills both written and verbal.	And
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.