Assoc Dir, Info Tech
J o b   D e s c r i p t i o n

JOB INFORMATION

Job Title:	Assoc Dir, Info Tech
Auburn Title:	
Job Code:	MA05
FLSA Classification:	Exempt
Salary Grade:	IT10 $79,300 - $142,700
Organizational use restricted to the following divisions:	

JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	IT Leadership

Family Description

This job family manages or performs work associated with analysis, design, implementation, operation, deployment, and support of the organization's information technology resources (including computer hardware, operating systems, communications, software applications, data processing and security), telecommunication systems, and software/database products by internal staff, outsourcing staff, or consultants. Activities include developing information technology strategies, polices and plans; maintenance and use of information technology resources; training and supporting technology users; telecommunications network planning, operations and site acquisition; programming software/database products for sale to external customers; developing PC, online, and mobile games; and internet product management & operations.

Function Description

Responsible for leading teams and processes associated with the management of the organization's information technology resources (including computer hardware, operating systems, communications, software applications, data processing and security), telecommunication systems, and software/database products. Activities include developing information technology strategies, polices and plans; managing the acquisition, implementation, maintenance and use of information technology resources; training and supporting technology users; telecommunications network planning, operations and site acquisition; programming software/database products for sale to external customers; developing PC, online, and mobile games; and internet product management & operations.

JOB SUMMARY

Provides professional and operational leadership to employees in information technology to include systems administration and networking, research computing, quality assurance and/or program management related to systems design and/or implementation by managing staff, researching and implementing technological strategic solutions.

KEY RESPONSIBILITIES

	% TIME
• Directs highly complex technical design, implementation, maintenance, system administration and support for multiple areas reporting to a central IT director.	25%
• Establishes short and long-range operational goals and objectives for unit; provides advice and recommendations to IT senior leadership in the development, implementation and evaluation of new or modified operating policies, practices and procedures within the specified functional area of focus; ensures compliance and establishes strategies for risk mitigation and contingency planning.	20%

• Provides administrators and other client representatives with information technology support services, including on-site departmental consulting; coordinates outreach efforts; communicates strategic project schedules, specific status updates for major projects and technical support/enhancements of departmental applications.	20%
• Works with outside vendors, senior OIT leadership, governance committees, research personnel, faculty, student groups, campus IT staff, external higher education consortia and others across campus serving as the principal point expert within specified areas of focus to ensure smooth transitions, deployment and operational processes.	15%
• Manages and/or provides day-to-day leadership to managers and other staff members of a complex unit or division and system; explains overall departmental direction to staff and assesses staff contributions to that direction. Leads in the absence of the director.	10%
• Performs other related duties as assigned by supervisor.	10%

The above key responsibilities are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position and the percent of time spent on each duty varies based on department needs.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the minimum requirements listed below. The requirements listed below are representative of the skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the key responsibilities.

Minimum Education and Experience

Education Level	Field of Study		Years of Experience	Area of Experience	
Bachelor's Degree	Degree in Business Administration, Management, Computer Engineering, Computer Science, Information Systems or related field.	And	6	Experience in IT management and project planning to include IT change management, technology support services (for local and remote locations); team building, coaching, skills assessment, and performance evaluations. All experience must show progressively increasing levels of responsibility and accountability. Must have 4 or more years of experience directly supervising full-time employees.	

Minimum Skills and Abilities

Description	Proficiency	
Comprehensive applied knowledge and expertise in at least one of the following areas: cyber security, data center operations, voice, data and video communications, financial, academic support systems or helpdesk operations.	Advanced	
Knowledge of budget control methods, policies, and procedures.	Advanced	
Ability to recognize, analyze, and solve a variety of problems.	Advanced	
Ability to plan, assign, and/or supervise the work of others.	Advanced	
Excellent communication skills both written and verbal.	Advanced	

Minimum Technology

Technology	Technology Details	
Strong technical aptitude and computer skills.		

Minimum Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	
When assigned to Cyber Security, must achieve at least one certification in an area of cyber security specialization. For example, Certified Information Systems Security Professional (CISSP).			

Approved Date: 11/8/2019