Director, TR Business Services

Job Code 50012255

General Description

Responsible for planning, coordinating, and directing Technology Resources (TR) business operational services in order to fulfill Information Technology procurement needs of the University.

Example of Duties

Maintain purchasing documents for TR in compliance with policy and procedure.
Manage accounting department staff, work order group staff and clerical positions.
Manage Annual Physical Asset Inventory.
Maintains maintenance contracts for hardware and software.
Assist in development of TR policies and procedures for the university, including financial plans.
Counsel Assistant VP for Technology Resources.
Manage budget accounts properly.
Perform other duties as assigned.

Knowledge, Skill and Abilities

Knowledge of: related outside agencies; team management and development; State laws and University policies and procedures;

Skill in: time management; preparing instruction and support plans; analyzing and resolving problems; establishing rapport.

Ability to: interpret technical documents and reports; prioritize workloads in order to meet established deadlines; maintain accurate billing and inventory; motivate and communicate effectively.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.
Other Requirements