

## **Assoc VP, ITAC**

### **Job Code 50038937**

#### **General Description**

Provide direct oversight of IT Business Services for all purchases and IT contracts executed throughout the university.

#### **Examples of Duties**

Provide financial and human resources management for the IT Division.

Develop recommendations for senior IT leadership team for a variety of business issues.

Manage the analysis and preparation for the annual IT budget and formulates strategies to provide adequate resources for large multi-year divisional projects.

Coordinate the analysis, development, and implementation of financial services and reports for IT planning and control.

Participate in developing and maintaining an appropriate organization plan and staffing levels for personnel to meet divisional needs.

Audit and approve invoices for contract payment.

Provide financial statements for IT leadership team and maintains clear, thorough records and documentation on divisional budgetary activities.

Identify and communicate issues and alternative resolutions to managers at various levels in the division.

Maintain effective communications throughout the division related to financial management and business operations.

Provide liaison and consulting services to departments within the division and across the university.

Oversee multiple administrative or operational projects as assigned by the Vice President.

Supervise and train assigned staff.

Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** University policies and procedures regarding the divisional financial services to include fiscal operations, budgetary affairs, contract administration, human resources procedures, departmental liaison activities, and accounting practices.

**Skill in:** Identifying and analyzing problems, adapting to new processes and technologies, managing multiple projects and deadlines, and leading teams in various activities throughout the division.

**Ability to:** Read and interpret financial reports, provide consultation on budgetary reports, think strategically on a variety of issues including HR, staffing, financial and budgetary,



policies and procedures, etc.

**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**