Associate Vice President, Finance and Support Services Planning

Job Code 50011327

General Description
Responsible for providing leadership and support to all areas of the FSS division regarding strategic planning and institutional effectiveness, space management, campus master planning and institutional effectiveness.

Examples of Duties
Assist departments with needs assessment.
Make recommendations for capital and remodeling/improvement projects.
Facilitates location and relocation activities of departments/offices.
Assist external architects on revisions/development of campus master plan.
Develop HEAF and TRB budget information for the LAR.
Direct maintenance of the Texas State building and room inventory.
Assist with campus facilities audit.
Monitor balances, request budget adjustments, approve requisitions and invoices for payment. Monitor divisional assessment activities.
Develop short and long-term plans for the FSS office.
Develop divisional strategic plan.
Monitors divisional SDLC process.
Provide information pertaining to organizational policies and procedures.
Supervise staff.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Public sector financial accounting principles and reporting standards, integrated systems and database software and SDLC.
Skill in: Generating correspondence, reports, policies, minutes in English, communicating with others, interacting courteously.
Ability to: Interpret policies, minutes, reports, laws, financial literature, perform intermediate math, interest calculations, report analysis, explain, negotiate, evaluate staff, function as a leader, work collaboratively, provide quality customer service, systematically analyze complex issues and data, develop and sustain working relationships, prepare strategic plans.

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