Dir, IT Business Operations

Job Code 50012255

**General Description**
Responsible for planning, coordinating, and directing business operational services in order to fulfill Information Technology needs of the university.

**Examples of Duties**
- Maintain purchasing documents 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 policies and procedures for the university, including financial plans.
- Counsel Assistant VP for IT Business Operations.
- Manage budget accounts properly.
- Perform other duties as assigned.

**Knowledge, Skills, 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**