Asst VP, IT Business Operations

Job Code 50028949

General Description
Provide leadership for management of IT Division resources, including financial and human in compliance with University policies and procedures. Coordinate the development and maintenance of documentation for annual planning activities, including long term capital and operations funding plans and cost saving/cost avoidance strategies.

Examples of Duties
Provides 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 of the annual IT budget.
Participate in the development of proposals with supporting documentation and justification.
Formulate strategies to provide adequate resources for large multi-year divisional projects.
Oversees operational initiatives and processes relative to external reporting requirements and provides financial signature authority for various business management functions.
Participates in developing and maintaining an appropriate organization plan and staffing levels for personnel to meet divisional needs.
Coordinates the review of IT compensation plan annually ensuring proper pay plan relationships.
Oversees completion of external IT management and salary surveys.
Audits and approves invoices for contract payment. Provides staff assistance in negotiation, administration, and termination of contracts.
Coordinate the development of various metrics related to divisional fiscal and budgetary performance.
Maintains clear, thorough records and documentation on divisional budgetary activities.
Anticipate, identify, communicate, resolve, and/or escalate problems and issues related to fiscal and financial accounting issues, human resources issues, and contract administration reporting and record-keeping issues, etc.
Implement quality improvement activities for the IT business operations processes.
Oversee multiple administrative or operational projects as assigned by the Vice President.
Supervises and trains assigned staff.

Knowledge, Skills, and Abilities
Knowledge of: Basic conversational English; accounting practices and relevant University policy and procedures; people and organizations that compromise the Texas State community; intermediate math; Microsoft Office, library facilities
Skill in: Negotiating with staff members with opposing views; working as a team member; interact courteously with often hostile members of public; decide whether budget overruns are justified; determining how many and which employees to assign to a team; trouble shooting and diagnosing electrical and hydraulic system problems; determine location and nature of malfunction; presentation skills: prepare material, determine content, format, and style; develop
agenda; present material effectively to groups of up to 50 on topics such as safety practices and
time management; set up and maintain filing systems

**Ability to:** Read, understand and apply professional concepts; create articles on research
progress for publication; prepare clear, concise, grammatically correct reports, letters, and
proposals regarding department workload, new business, and to inform client of project status;
complete simple supply request forms and time slips; compare and verify columns of numbers;
identify barriers to effective teamwork in own unit; analyze clients’ complaints; propose
solutions related to product quality and availability within three days of receipt; use standard
spreadsheet tools (such as Excel) to track data, prepare reports, etc.; think strategically on a
variety of issues including: HR, staffing, financial and budgetary, policies and procedures, etc.;
manage multiple tasks simultaneously;

**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.