

## Sam Houston State University Human Resources

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### Staff Classification Description – Director of Information Technology Finance and Budget

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**Skill Category:** Executive/Administrative

**Position (Employee) Class:** 1M170

**Grade:** NC

**Date:** 01/2017

**Department:** Office of Information Technology

**Educational & Experience Requirement:** Bachelor's degree in Business Administration with an emphasis in accounting/finance or related field. Master's Degree in business desirable. Minimum of five (5) years experience in budgeting finances, or related experience preferably in higher education. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** To assist the Vice President for Information Technology in managing the accounting, finance, and budgetary control procedures and related high-level assignments for the Division of Information Technology.

**Supervision Given & Received:** Supervises exempt and non-exempt staff as assigned in full and partial capacities. Determines work methods or approaches with minimum direction and supervision from the Vice President.

**Primary Responsibilities:** Responsible for oversight of division, staffing, accounting, finance and budget to include planning and budgeting of resources. Assumes responsibility to implementation of policy with respect to division staff employment and promotion. Manages the accounting and budgetary control procedures; prepares fiscal data including the planning and preparation of budget and reviewing annual closeout processes. Performs high level administrative assignments as directed by the Vice President. Receives inquires and responds to questions/request of a complex or confidential nature. Oversees contractual terms, license agreements and arrangements with outside vendors serving the division and campus. Provides information pertaining to divisional procedures and policies to individuals within the institution and/or the general public that may involve research, compilation, evaluation, and distribution. Advises Associate Vice Presidents(s), Assistant Vice President(s), and Executive Directors of Information Technology in all areas of finance, budget and personnel. Performs other duties as assigned.

This position may be designated as a Campus Security Authority (CSA).

**Other Specifications:** Routine and important contacts include division/department/program and university administrators; students, faculty, and others. Contact with students and with colleagues requires excellent personal interaction skills and an orientation toward service. Prepares and edits correspondence letters, memoranda and reports. Prepares, reviews and distributes correspondence, office forms and procedures, reports and documents. Other various duties required to efficiently support the office of the Vice President. Serves on University and Division committees as required or assigned.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code**

**§51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**