Job Title: Director of Information Technology (IT) Finance and Human Resources
Job ID: 7911
Full/Part Time: Full Time
Regular/Temporary: Regular
Job Code: 3312
Job Grade: Exempt
Department: IT Enterprise Support Svsc

Major Duties
Under the direction of the Associate Vice President (AVP) for Information Technology (IT), the Director of IT Finance and Human Resources will lead day-to-day financial operations for the division and serve as a liaison to Human Resources for all personnel matters. The incumbent is responsible for coordinating the development of the annual budget, analyzing IT expenditures, and recommending allocations of resources to support effective IT services and strategies; responsible for participating in the overall IT strategic planning; responsible for the development of relevant processes, procedures, and documents; provides reports and analysis to support IT decision-making, supporting vendor management, and representing IT at campus-level meetings pertinent to financial, space, and personnel matters; contributes ideas to improve IT strategies to optimize the use of IT Division resources for both long range and fiscal year planning; responsible for planning and preparing the annual IT Division budget and recommending allocations of resources; oversees the receipt, spending and reconciliation of all IT funds including the State General Fund, allocation of student fees, and other budgetary sources; prepares the IT Division mid-year and year-end reconciliations and reports; provides advice to AVP and Vice President (VP) for IT on fiscal issues; oversees staff recruitment and hiring for IT and recommends staff development investments and strategies; oversees the administrative assistant team within the Division of IT; advises the VP and AVP on the use of IT Division space, adoption of University administrative services, and serves as a liaison to the other University administrative service providers; and performs other duties as assigned.

Qualifications
Equivalent to graduation from an accredited four-year college or university with a Bachelor’s degree in finance, accounting, management, human resource management or a job-related field. Master’s of Business Administration or Master’s degree in a related field such as management, finance, accounting, management, or human resource management preferred. Equivalent to five years of progressively increasing professional responsibility in fiscal management; with two of the five years in a managerial role preferred. Experience working in or closely with technology organizations is desired.

Knowledge, Skills, & Abilities
Working knowledge of generally accepted accounting principles, human resource management, employee relations, and problem resolution. Knowledge of higher education or public sector regulatory policies, fiscal practices, and culture is desirable. Ability and specialized skills to: reason logically, independently implement administrative decisions, and supervise others; possess excellent communications skills; negotiate and establish priorities to achieve results and expedite projects; work independently, analyze operational problems, and implement solutions; analyze and interpret University policies; effectively interact with all levels of staff; handle situations and information of a sensitive and confidential nature; effectively deal with a wide range of vendors and service providers; effectively present financial information; prepare budget projections and respond to questions from peers on the IT Leadership team and other University administrative leaders;

Pay, Benefits, & Work Schedule
Salary is commensurate with knowledge, skills, and experience. The University offers excellent fringe benefits

This position is a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission. This position is a sensitive position as designated by the CSU. A background check (including a criminal records check) must be completed satisfactorily. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position. Additionally,
the person holding this position is considered a 'limited reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

General Information

THE SELECTED CANDIDATE IS REQUIRED TO PASS A THOROUGH DEPARTMENT BACKGROUND INVESTIGATION INCLUDING FINGERPRINT CLEARANCE (LIVESCAN).

How to Apply
Please complete the on-line application/resume upload submission process in order to be considered for any open position within the university and its auxiliaries. The hiring department will contact the best qualified candidates and invite them to participate in the interview process.

Initial review begins November 2, 2018, and will continue until position is filled.

For more detailed information on the application and hiring process, please view the link below:
http://www-admn.csun.edu/ohrs/employment/

Equal Employment Opportunity
California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Applicants who wish to request an accommodation for a disability may contact the Office of Equity and Diversity at (818) 677-2077.

(10/16/18)