Sul Ross State University
Position Description

Official Title: Director of Business Services/RGC  Salary Group: Unclassified (4)  Job Code: 1802

Summary
Function: Responsible for the overall business Services of Rio Grande College and projects in conjunction with established university policies and procedures and as assigned by the Vice President for Finance and Operations, the Associate Provost and Dean or their designees.

Scope: Responsible for compliance with Administrative Policy, Rules and Regulations, Texas State University System and State law in the performance of duties assigned.

Duties
Essential: Manage the accounting, purchasing, personnel, property inventory, and cashiering functions of the Rio Grande College; maintain the personnel records; process purchase requisitions; prepare travel and purchase vouchers; assist in the preparation of the legislative appropriation request for the Rio Grande College; work with the Controller, Human Resources and Purchasing Directors of the University to establish work flows and provide a system of internal controls; coordinate the leasing of facilities for the use of the Rio Grande College; other duties as assigned; based in Del Rio. Department heads are responsible for content and maintenance of their department web pages. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Other duties as designated from time to time by the Vice President for Finance and Operations, Associate Provost and Dean or other University administrators.

Supervision
Received: Reports to the Vice President for Finance and Operations for functional responsibilities in coordination with the Controller, Human Resources and Purchasing Directors. Reports to the Associate Provost for attendance, employment, and routine operational responsibilities.

Given: Supervises Business Services Assistants at each site and Business Services Specialist.

Education
Required: BBA.

Preferred: CPA or MBA.

Experience
Required: Three years supervisory experience; experience with accounting, personnel, purchasing, inventory, and cashiering operations.

Preferred: Experience in state-supported public institution.

Equipment/Skills
Required: Computer skills; effective oral and written communication skills; ability to relate to students in a multicultural environment.

Working Conditions
Usual: Normal office conditions; some travel required; exempt from overtime provisions. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: February 2012