

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2023**

IT BUDGET ANALYST

FLSA STATUS: EXEMPT - PAY GRADE: 23 – P

JOB FAMILY: INFORMATION TECHNOLOGY JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The IT Budget Analyst provides financial management and leads the analysis, development, and implementation of financial services for Information Technology (IT) planning and control. This position analyzes and prepares the IT budget and develops proposals with supporting documentation and justification. This position also manages the activities of the IT procurement function for the full cycle of all IT purchases, agreements, and contracts from initiation to completion.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Maintains data and systems for budget administration; analyzes expenditures and maintains fiscal control; and advises on issues related to funds availability and budget compliance.

Leads and manages work group responsible for the activities of the IT procurement function and recommends timing of transactions and specifications according to budget plan and finance requirements.

Communicates, coordinates, and maintains positive working relationships with all levels of College personnel and public in support of daily technology business operations.

Manages technology-related contracts and agreements and ensures fiscal control and audit compliance.

Provides budgetary expertise, consultation, and information to College leaders to facilitate decision-making and action plans.

Develops, assembles, prepares, and requests technology budget as a major component in the annual College-wide budget process.

Plans and coordinates support for daily technology business operations (payroll, human resources, purchasing and billing, receiving, and contracted services).

Reviews and approves College-wide technology-related products and services procurement worklist and ensures activity is consistent with College policy, IT project requirements, and sound legal and ethical practices.

Prepares project plans, budgets, and objectives in support of academic and administrative technology. Determines priorities, alternatives, and methodology for achievement.

Partners with stakeholders to plan implementation of new technologies, and participates in release management sequences and end user testing to improve system performance.

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Provides supports for budgetary purchases of technology solutions to support students, staff, and faculty.

Performs related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the Chief Information Officer.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited institution in a related field supplemented by five (5) years of related information technology experience.

PREFERRED QUALIFICATIONS

Bachelor's degree from a regionally accredited institution in a related field supplemented by five (5) years of related higher education experience in information technology, financial management, PeopleSoft, and/or procurement/purchasing. One (1) year of supervisor experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

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Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 9/6/23