

Director of Administration and Finance
Division of Facilities
Kansas State University

Kansas State University, Division of Facilities is inviting applications for the position of Director of Administration and Finance. KSU is the state's land grant university with nine colleges, two campuses and extension and research offices located throughout the State of Kansas.

The Director of Administration and Finance will be responsible for providing overall direction in support of the Division of Facilities organization.

- Analyze operations to evaluate and forecast performance and determine areas of potential cost reduction, program improvement or policy change through recommendations to the Associate Vice President Division of Facilities (AVPDF).
- Communicate and provide guidance on and interpretation of State of Kansas, Federal, Kansas State University and Division of Facilities regulations, policies and procedures to all Division of Facilities personnel.
- Prepare Division of Facilities budget and in cooperation with staff, manage project and operational budgets. Coordinate with and make recommendations to the AVPDF and AVPDF's executive staff on budget and accounting matters.
- Prepare and deliver professional presentations to internal and external customers. Produce reports and analyze budgetary data that allows the division staff to make sound business decisions.
- Direct or coordinate the activities of the Business Office, Motor Pool, Vehicle Maintenance, Central Mail, Financial Services and Storeroom.
- Direct human resources activities including recruitment and selection, personnel actions and record keeping.

Applicants must possess a Bachelor's degree, two years supervisory experience, excellent oral, written and interpersonal skills and the ability to work well with all levels of personnel; knowledge of business and management principles involved in strategic planning, resource allocation, human resources, leadership techniques, production methods, and coordination of people and resources; experience managing financial and personnel resources; administering and reconciling/analyzing a departmental budget; a good working knowledge of and experience with information technology including Microsoft Office and complex, organization wide financial and human resource systems. Preferred qualifications include experience managing facilities operational and project budgets; university budgeting and fiscal responsibilities; State of Kansas human resource management; and with a complex organization wide financial and human resource system.

To apply, submit a letter of interest, resume, and contact information for three work related references to Chair, Search Committee, KSU Division of Human Resources, 103 Edwards Hall, Manhattan, Kansas 66506. Screening begins January 30, 2012 and continues until the position is filled. KSU is an Equal Opportunity/ Affirmative Action employer and actively seeks diversity among its employees. Background check required.