Job Title: Chief Business Officer, LITS

Job Requisition ID: 62965BR

Employer: Emory University

Operating Unit/Division: LITS: Library and IT Services

Department: 151080:LITS: Business/Administration

Full/Part Time: Full-Time

Regular/Temporary: Regular

Job Description:

JOB DESCRIPTION:

Reporting to the Enterprise CIO and Senior Vice Provost for the Library Services and Digital Scholarship, serves as the chief financial, human resources, licensing, facilities, and administrative officer for Library & Information Technology Services (LITS), which comprises the major areas of information technology, digital scholarship, and library services.

As a member of the Enterprise CIO and Senior Vice Provost's executive leadership team, is responsible for a $90 million budget, an organization of 525 staff and contractual compliance for dozens of mission-critical hardware and software licenses and maintenance agreements. This position also has a dotted-line to the Vice Provost/Chief University Budget Officer as well as the Vice President for Finance/CFO. Directly supervises a cross-divisional staff of approximately 25 employees.

Provides leadership, vision, and management necessary to support the goals and objectives of Library & Information Technology Services, especially in the development of financial, human resources, software licensing, and administrative policies and procedures. Ensures staff compliance with university policies and procedures, as well as laws and regulations that have a significant IT-related impact.

Oversees the major HR components of the division including recruitment, compensation, employee relations, and transactional activities in support of the HR needs of the division. Works closely with Emory Healthcare IT staff in the coordination of intra-company initiatives and ventures that have financial, personnel, and licensing implications on both the university and healthcare divisions.

Manages the expansive capital infrastructure and ensures fiscally prudent operations are in place to ensure a successful renewal cycle of enterprise applications, services, and equipment in a 24/7/365 operation.

Takes a leadership role in the development of presentations and proposals. Serves in a principal role associated with vendor relationships and contract management. Develops strong working partnerships with senior level administrators across campus. Performs related responsibilities as required.

WHAT'S NEEDED:
• Experience with academic, healthcare, or other multi-faceted complex nonprofit organizations.
• Ability to distill complex concepts and present them in understandable terms to a wide variety of audiences.
• Strong written and verbal communication skills
• Ability to lead through change
• Certifications in one or more of the functional disciplines related to the position (e.g., CPA, SPHR, CPCM, etc.)
• Significant background and experience with one or more of the major missions of the division (library services, digital scholarship, and/or information technology)
• Exceptional familiarity with at least a key few of the key functional areas of the division (e.g., project management, business analysis, data management, wired and wireless networks, library acquisitions, library operations, digital libraries, capital projects, cloud services, ERP systems, etc.)
• Ability to analyze and forecast the impact of resource allocations (both financial and non-financial)
• Exceptional organizational skills

MINIMUM QUALIFICATIONS:

A graduate degree in an appropriate field and seven years of business administration, information technology, human resources, finance, accounting, legal, or contracts administration experience, including supervisory experience, or an equivalent combination of education, training and experience. Experience managing large budgets and complex organizations. Experience in higher education or another major non-profit organization preferred.

This position involves: Not Applicable

Minimum Hourly Rate $ 57.163462
Minimum Annual Rate $ 118900
Midpoint Hourly Rate $ 81.057692
Midpoint Annual Rate $ 168600

EEO/AA/Individuals with Disabilities/Veteran Employer