

Family: Academic Services

Position Profile Title: Administrator 1-Ranked Director

Salary Grade	Minimum	Maximum
99	\$1	\$1,000,000

PROFILE SUMMARY:

Positions in this job profile are responsible for the oversight and management of the overall operations of a department, center or institute as a ranked administrator, Director. Responsibilities include developing, implementing, and evaluating philosophy, short and long-range goals and objectives. Employees develop, implement and enforce plans, policies, procedures, systems, programs and performance standards. They participate in strategic planning efforts as part of the management team. They are responsible for managing staff, equipment and facilities. They determine resource needs and priorities and make recommendations to executive management. They determine training needs and make appropriate arrangements for provision of training.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.