



**Family: Business and Finance Services**

**Level: AM1**

**Position Profile Title: Administrator 1-Bud/Resrce Pln**

**Salary Grade: 11**

**Salary Range:**

**Minimum: \$143,556.00**

**Midpoint: \$200,964.00**

**Maximum: \$258,360.00**

### **PROFILE SUMMARY:**

Positions in this job profile are responsible for the oversight and management of the overall operations of University wide Budget and Resource Planning. 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.

### **DISTINGUISHING CHARACTERISTICS:**

The distinguishing characteristic of the Administrator 1-Bud/Resrce Pln is the strategic oversight and responsibility for the University's all-funds budget including submission, allocation and maintenance. This position reports directly to a Vice President.

### **PRIMARY POSITION RESPONSIBILITIES:**

1. Develops, implements and oversees the preparation and submission of all University biennial and fiscal year Education and General operating budgets, and budget development and requests.
2. Provides strategic management analysis and forecasting information to senior management. Collaborates and works with divisions, units and auxiliary enterprises to develop, administer and monitor indirect cost recovery allocations, and fund budgets including providing data and budget analysis to facilitate strategic planning and decision making for budget, fiscal and fee structure operations.
3. Develops instructions, directs analysis of requests, and supervises the preparation of budget materials for the internal university budget and fiscal planning processes.
4. Implements the University budget upon approval, monitoring college and department budgetary expenditure activities to ensure adherence to budgetary guidelines and policies.
5. Ensures compliance with State and Federal regulations including direction and preparation of budget reports to various internal and external officials and entities.
6. Directs the short-term and long-term operational priorities of the Office of Budget and Fiscal Planning.
7. Supervision of classified and professional faculty that support the operations of the Office for Budget and Fiscal Planning, hiring/firing, defining competencies and performance objectives, planning, assigning and approving work, responding to grievances, disciplining/rewarding and preparing and signing performance appraisals or reviews. Identifies training needs and coordinates professional development opportunities.

### **PROBLEM-SOLVING AND DECISION-MAKING:**

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have significant, broad implications for the management and operations of a division/entire organization; contributes to decisions on the overall strategy and direction of the entire organization.



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Decisions impact:

- Entire University
- Functions across the University
- Department
- Direct team
- Donors and Alumni
- Student/Parents
- Other External Agencies and Institutions

**ACCOUNTABILITY:**

Results are defined by university and division strategy, mission and vision; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction. Reports directly to the Vice President of Finance and Administration.

Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, responding to grievances, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Develops and approves department/unit budget and exceptions to program budget. Assists in the development of the division/college/overall organization

**RELATIONSHIPS WITH OTHERS:**

Collaborates and interacts within the Dept/Unit, University Wide, OSU Board of Trustees, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

**TYPICAL REQUIREMENTS:**

Master's degree in Business Administration or related field.

6-8 years of budget and resource planning experience at a major research university or a comparable complex organization at a senior professional level.



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**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.