



Position Profile

Family: Business and Finance Services

Level: AM3

Position Profile Title: Administrator 3-Univ Bus Ops

Salary Grade: 7

Salary Range:

Minimum: \$ 67,620.00

Midpoint: \$ 93,012.00

Maximum: \$118,404.00

PROFILE SUMMARY:

Positions in this job profile perform supervisory and managerial work within a limited subset of university wide Business Services. Duties performed include developing, implementing, and evaluating 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 Administrator 3-Univ Bus Ops is distinguished from the Administrator 2-Univ Bus Ops by the span of control; a limited subset of the overall university wide division. They administer the fiscal and budgetary operations of a limited subset of the division. The Administrator 3-Univ Bus Ops is distinguished from the Administrator 3-Unit Bus Ops by the university wide scope of the position.

PRIMARY POSITION RESPONSIBILITIES:

1. Provides financial and operational management of a department or unit with university wide scope.
2. Prepares annual budget and monitors on-going operational results for a department or unit.
3. Develops policy and systems to ensure efficient and effective workflow.
4. Supervision of professional faculty and classified positions including hiring, firing, responding to grievances, planning work, delegating work, approving/disapproving work, and performing annual evaluations of all staff.
5. Oversees and manages functional operational areas of a department with university wide scope which may include information technology and facilities
6. Manages internal and external financial audits/reviews and prepares financial reporting required by the institution and regulatory entities.

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.

Decisions impact:

- Entire University
- Functions across the University



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- Department
- Direct team
- Vendors/Suppliers/Contractors
- Other External Agencies and Institutions

ACCOUNTABILITY:

Results are defined by senior leadership, division and university mission, vision and strategies. 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.

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

Monitors, informs, reports on budgets; reconciles and/or moves funds within budgets; drafts and develops budgets; approves within a budget and approves budget exceptions; all within the unit/department.

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit, and University Wide 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.

Collaborates and interacts within the Dept/Unit, University Wide and Externally to:

- Develop and maintain relationships with key contacts to enhance workflow and work quality.

TYPICAL REQUIREMENTS:

Bachelor's degree in Business, Finance or Accounting or related field

3 years experience in financial and/or operational management



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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.