

Family: Business and Finance Services

Level: AM4

Position Profile Title: Manager 1-Unit Administrator

Salary Grade: 5

Salary Range:

Minimum: \$ 47,820.00

Midpoint: \$ 64,596.00

Maximum: \$ 81,372.00

PROFILE SUMMARY:

Positions in this job profile manage the day-to-day operations of a functional unit within a department or program. They provide ideas and subject matter expertise while ensuring effective, efficient workflow and adherence to policy and standards. They may contribute to the development of the budget and are accountable for managing the budget and activities of staff.

DISTINGUISHING CHARACTERISTICS:

The Manager 1-Unit Administrator is distinguished from the Administrator 3-Unit Bus Ops by the span of control; a functional unit within the department. Positions are also distinguished by the scope of responsibilities including supervision of classified staff, management within a prescribed budget and managing the day to day operations of a functional unit within a department or college.

PRIMARY POSITION RESPONSIBILITIES:

1. Manages the day to day business and/or financial operations of a functional unit in a department or college.
2. Manages and provides input regarding the development and management of units' budgets, ensuring effective management of revenue and expenditures to balance budget for self-sustaining activity.
3. Develops and manages processes and systems to ensure efficient and effective workflow.
4. Supervision of classified positions including hiring, firing, responding to grievances, planning work, delegating work, approving/disapproving work, and performing annual evaluations of all staff and providing training.
5. Provides subject matter expertise and interpretation of applicable policies, state and federal regulations to ensure compliance in related area of functional unit.
6. Manages outreach and engagement efforts with internal and external stakeholders.

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 may affect a work unit or area within a department; your job may contribute to business and operational decisions that affect the department.

Decisions impact:

- Entire University
- Functions across the University
- Department
- Direct team
- General public
- Vendors/Suppliers/Contractors
- Other External Agencies and Institutions



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ACCOUNTABILITY:

Results are defined by senior leadership, department/college and university mission, vision and strategies; existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Supervises work of classified employees, 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.

Monitors, informs, reports on budgets; reconciles and/or moves funds external to OSU; 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 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:

Bachelor's degree in Business Administration or related field.

Experience managing the business operations for an organization or program.

Supervisory experience with multiple staff direct-reports.

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.