

Family: Business and Finance Services

Level: PR6

Position Profile Title: Specialist 2-Strategic

Salary Grade: 8

Salary Range:

Minimum: \$ 81,168.00

Midpoint: \$111,636.00

Maximum: \$142,104.00

PROFILE SUMMARY:

Positions in this job profile oversees planning, development of initiatives, and resourcing for a department with university wide scope. This position maintains knowledge of current and new developments in purchasing and contracting including regulations, theories, practices and technology. They research and analyze current practices, policies, procedures, guidelines and systems for analytics and assessment.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristic of the Specialist 2-Strategic is the support executive level positions to create and carry out the strategic operations and decisions of a department or unit. Positions provide data analytics, strategic sourcing, and business cases to develop effective spend and revenue management programs.

PRIMARY POSITION RESPONSIBILITIES:

1. Collects, analyzes, evaluates and uses data to identify savings and reducing costs; identify potential opportunities for generating revenue; drive process improvements; develop and improve efficiency; monitor compliance; provide exceptional customer service.
2. Prepares comparisons, justifications or benchmarks for reporting and strategic planning purposes.
3. Serves as a designee of the administrator to develop, implement and lead strategies that meet the needs of department or unit while aligning with OSU's Mission.
4. Develops strategies for risk mitigation, business continuity, cost and revenue management, and operations improvement.
5. Collaborates with internal and external stakeholders to develop and execute communication plans and strategies to market and promote the strategic plans and operational needs of the department or unit including recommendations, changes, or modified business processes to the University community, addressing constituent concerns.

PROBLEM-SOLVING AND DECISION-MAKING:

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

Decisions have major implications on the management and operations of an area within a department and have university-wide impact; your job may contribute to important strategy, operations, and business decisions that affect the department and the university.

Decisions impact:

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

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ACCOUNTABILITY:

Results are defined by department 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.

May supervise classified, professional faculty and/or student employees, including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews of employees including classified and/or professional faculty

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

RELATIONSHIPS WITH OTHERS:

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

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Persuade, influence, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- 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.

5 years of experience in providing business analytics to develop processes and strategy.

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.