



Family: Business and Finance Services

Level: AM6

Position Profile Title: Supervisor-Bus Ops

Salary Grade: 4

Salary Range:

Minimum: \$ 41,664.00

Midpoint: \$ 56,184.00

Maximum: \$ 70,704.00

PROFILE SUMMARY:

Positions in this job profile develop, implement and maintain business operations for a program within University Business Operations. Position supervises work while actively performing daily activities and tasks that support the function or department.

DISTINGUISHING CHARACTERISTICS:

The Supervisor-Bus Ops is distinguished from the Manager 2-Bus Ops by the responsibility to actively perform the activities of the positions they also supervise. Positions provide supervision and ensure the effective and efficient workflow of their function or area by assigning and participating in the day to day operations of a functional unit.

PRIMARY POSITION RESPONSIBILITIES:

1. Implements, monitors and participates in the day to day operations for the program or functional unit
2. Ensures compliance with university policy, federal and state regulations and contractual agreements.
3. Monitors and reports on the functional unit budget.
4. Facilitates and ensures processes are followed for effective and efficient workflow and adherence to quality standards.
5. Supervision 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
6. Provides subject matter expertise to internal and external stakeholders.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedents and practices.

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

Decisions impact:

- Department
- Direct team
- Vendors/Suppliers/Contractors

ACCOUNTABILITY:

Results are defined by senior leadership, division 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.



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Monitors, informs, reports on budgets; reconciles and/or moves funds 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.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

Collaborates and interacts within Dept/Unit to:

- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.

TYPICAL REQUIREMENTS:

3 years of relevant work experience to the position responsibilities, including 1 year of lead work experience.

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.