



Family: Facilities and Operations

Level: AM1

Position Profile Title: Administrator 1-Univ Fact/Ops

Salary Grade	Minimum	Midpoint	Maximum
9	\$104,100	\$143,112	\$182,112

PROFILE SUMMARY:

Positions in this job profile are responsible for the oversight and management of the overall operations of university wide facilities/operations. 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 characteristics of the Administrator 1-Univ Fact/Ops profile is the overall oversight and management of University wide facilities and operations. Positions have overall strategic and fiscal responsibilities for multiple university facilities and operations and supervise other managers that carry out the strategic plan in functional areas.

PRIMARY POSITION RESPONSIBILITIES:

1. Oversees and manages facilities and operational functions for facilities and operations across the university, including developing and managing the overall budget, human resource, and operational activities to ensure effectiveness and efficiency.
2. Supervision of professional faculty and/or classified positions including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews.
3. Establishes and maintains relationships with internal and external stakeholders to identify potential services or processes that may enhance and support facilities and operational functions.
4. Ensures consistent application of compliance with university policy, and state and federal regulations and maintains internal controls, accuracy and high-level customer service.
5. Advises executive leadership on efficiency and improvement of facilities and business operations.
6. Develops short and long range goals for all facilities and business operations functions.

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
- Department
- Direct team
- Vendors/Suppliers/Contractors
- Student/Parents

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- 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.

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, 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 field related to assigned responsibilities.

6 years of senior level management and supervisory experience in facilities and operations for a large, complex organization.

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.