



Family: Facilities and Operations

Level: AM2

Position Profile Title: Administrator 2-Facult/Ops Dept

Salary Grade	Minimum	Midpoint	Maximum
8	\$86,688	\$119,232	\$151,764

PROFILE SUMMARY:

Positions in this job profile perform leadership, supervisory, and managerial work for multiple facilities and operations within a department, college, or school. Duties performed include developing, implementing, and evaluating short and long-range goals and objectives. Position may provide logistical coordination and management at events. 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 2-Facult/Ops Dept profile has full responsibility for multiple facilities and operations within a department. Positions participate in the development of the overall department, or college strategic vision and budget. Administrator 2-Facult/Ops Dept is distinguished from the Administrator 1-Facult/Ops Dept by the span of control. They direct the operations of multiple facilities and operations that are a subset of a, department, center, college or school.

PRIMARY POSITION RESPONSIBILITIES:

1. Oversees and manages facilities and operational functions for a department or college, including managing the budget, and developing policies and processes that ensure effectiveness, efficiency and quality standards.
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 compliance with university policy, and state and federal regulations and industry standards.
5. Advises executive leadership on efficiency and improvement of facilities and business operations.
6. Implements short and long range goals for all facilities and business operations functions.
7. May serve as a member of the leadership team for the department, college, or division.

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 major implications on the management and operations of an area within a department; may contribute to important strategy, operations, and business decisions that affect the department.

Decisions impact:

- Functions across the University
- Department
- Direct team
- Vendors/Suppliers/Contractors

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- Student/Parents

ACCOUNTABILITY:

Results are defined by department/college leadership; 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.

3 years of 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.