

Family: Facilities and Operations

Level: AM3

Position Profile Title: Administrator 3-Facult/Ops

Salary Grade	Minimum	Midpoint	Maximum
7	\$72,216	\$99,336	\$126,456

PROFILE SUMMARY:

Positions in this job profile perform supervisory and managerial work in a facility and/or over operations. Duties performed include developing, implementing, and evaluating 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 Administrator 3-Facult/Ops profile has full responsibility for facility operations within a department, college, or university wide. Positions may participate in the development of the overall department or college strategic vision and budget. Administrator 3-Facult/Ops is distinguished from the Administrator 2-Facult/Ops Dept or Administrator 2-Univ Facult/Ops by the scope of the responsibilities and span of control. They direct the operations of a facility and operations that are a smaller subset of the university.

PRIMARY POSITION RESPONSIBILITIES:

1. Oversees and manages a facility 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 the facility 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 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:

- Department
- Direct team
- Vendors/Suppliers/Contractors
- Customers



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ACCOUNTABILITY:

Results are defined by senior leadership, department/college 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.

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 or an equivalent combination of education and experience to perform the primary duties of the position.

2 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.