JOB SUMMARY:

Manages and provides leadership to an assigned department or service center, or manages the functions of a major section or unit of a department.

TYPICAL DUTIES AND RESPONSIBILITIES:

Primary duties and responsibilities will vary with the specific position. Typical duties and responsibilities are listed below. This list is not inclusive.

- Supervise staff in an assigned area to include: planning and assigning projects/tasks to staff, making hiring, separation and disciplinary recommendations and conducting performance evaluations. Ensure staff development through work assignment and training opportunities. Provide leadership for assigned staff.
- Manage the operational activities within the department or unit. Develop, organize, implement and oversee programs, policies and procedures.
- Ensure achievement of unit goals.
- Develop and implement operational strategies. Initiate process and policy changes when needed.
- Render decisions with respect to key department issues impacting overall service and performance.
- Investigate complaints and resolves problems.
- Provide input for annual budgets.
- Direct the preparation of reports for administration.
- Participate in university projects and committees.

GENERAL SUPERVISION EXERCISED/RECEIVED:

Received: General instruction and periodic review from administrative supervisor.
Given: Functional guidance of administrative/professional employees and/or direct supervision of support staff on an ongoing basis.

RECOMMENDED MINIMUM EDUCATION AND EXPERIENCE:

Minimum Education and experience: Determined by position.
Recommended Preferred experience: Bachelor’s degree and five years of increasingly more responsible administrative experience.