

WSU DIRECTOR LEVEL JOB SPECIFICATION

JOB SUMMARY:

Administers a major department or administrative segment, with full authority of the department; serves as subject-matter expert for a specific area for the university; directs the human, financial and other resources needed to accomplish objectives.

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.

- Plan, direct and evaluate the operational, financial and personnel activities of assigned staff and functions.
- Provide administrative leadership and supervision to the staff.
- Prepare annual operating budget recommendations; develop, implement and monitor assigned budgets.
- Develop, implement and administer departmental goals, operating policies and procedures.
- Recommend, hire, orient, train and evaluate assigned staff; monitor and coordinate staff development and training programs.
- Assume major management responsibility for a wide range of projects/tasks associated with primary business operations.
- Ensure that all programs, activities and services comply with university, state and federal regulations.
- Oversee communications, promotions and public relations for department.
- Assess the needs of department in regard to administrative space, equipment, computing resources and personnel.
- Serves on various university, division and departmental committees and may represent the department at various state and national associations.

GENERAL SUPERVISION EXERCISED/RECEIVED:

Received: General instruction and periodic review from administrative supervisor.

Given: General instruction and regular review to classified and non-classified staff and student workers.

RECOMMENDED MINIMUM EDUCATION AND EXPERIENCE:

Minimum Education and experience: Determined by position.

General Preferred Experience: Master's Degree and seven years of experience or a Bachelor's degree and ten or more years of responsible management experience, preferably in higher education, including some supervisory experience.