

WSU EXECUTIVE DIRECTOR LEVEL JOB SPECIFICATION

JOB SUMMARY:

Has full responsibility for the assigned major unit/s within a division of the University. Manages plans and organizes multi-functional staff efforts **including managing subordinate director(s)**. Serves as senior level administrator and advisor on policy issues, concerns and practices. May develop and communicate university-wide policies and procedures.

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.

- Manage, plan and organize multi-functional staff efforts and globally supervise departmental staff, setting performance standards and accountabilities.
- Make decisions related to complex management policies and general business operations typically having long-term effects and impacting a broad constituency.
- Manage a significant sized budget and/or administers programs having significant university-wide fiscal impact.
- Develop short and long-range goals and strategic plans to ensure the continuance of quality programs and facilities and enhance the development of new programs and services to meet customer needs.
- Ensure that all programs, activities and services comply with university, state and federal regulations.
- Develop and seek funding for departmental programs to promote the department mission.
- 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 ten years of experience or a Bachelor's degree and 15 or more years of responsible management experience, preferably in higher education, including some supervisory experience.