

## ***WSU MANAGER LEVEL JOB SPECIFICATION***

### **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.