**M8: Level Standards**

**GENERAL ROLE**

This level is accountable for managing multiple offices, to include supervisors, their subordinate staff and the services central to their department.

Incumbents:

* Determine how to achieve the directives set by the department's strategy and division leadership.
* Establish measures and set goals as a means to fulfill the department's long-term plans.
* Develop new systems, new products/offerings, new methods or approaches, and new operating procedures to position the department for future stability and growth.

**INDEPENDENCE AND DECISION-MAKING**

*🡪 Supervision Receive*d

* Works under administrative review of a management exempt leader.
* Incumbents are subject to managerial controls through occasional contacts and reviews.

*🡪 Context of Decisions*

* Is called upon to respond to new situations and circumstances that require sensitive and special attention.
* Exercise discretionary authority on matters of financial significance to the department.

*🡪 Job Controls*

* Incumbents implement departmental strategy by developing the necessary plans and actions.
* Incumbents exercise control over broad plans and policies of the organization.

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Range of issues*

* Regular challenges that arise have substantial implications to services and processes.

*🡪 Course of Resolution*

* Determine how to get the department from "here" to "there," creatively using only the mission and goals of the division as a guide.
* Fulfill objectives that are established in concert with division leadership.

*🡪 Measure of Creativity*

* Develop innovative solutions for difficult, complex, and systemic problems that may have precedent-setting implications for the division.

**COMMUNICATION EXPECTATIONS**

*🡪 Manner of Delivery and Content*

* Deliver statements and information in a combined persuasive and motivational fashion to subordinate staff, departmental and University administrators, and the campus community as a whole.

**SCOPE AND MEASURABLE EFFECT**

* Actions regularly have a measurable effect on a department function of the division.
* Evaluative measures generally concern fiscal practices and standing, constituent satisfaction, student/employee experiences, productivity, etc.

**Job Template**

**GENERAL SUMMARY**

Manages the centralized financial and administrative activities of a multi-department, multi-campus college/school/administrative unit of large size and fiscal complexity, with supervision of a moderate to large number of staff.

**REPORTING RELATIONSHIPS AND TEAMWORK**

Works under administrative review of a director or a senior leader. Manages an office of notable size, complexity, and significance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

* Administers, manages, and supervises the activities of staff to ensure compliance with applicable policies, regulations, and sponsor guidelines, and is responsible for the resolution of complex financial and human resource (HR) issues, problems, and analyses.
* Manages the day-to-day operations of assigned units by directing professional staff who are responsible for budgets, financial reports, HR actions and administrative duties; establishes work priorities/workflow and resolves management or personnel issues. Provides training, support, and guidance for staff, and evaluates job performance.
* Oversees staff involved with all phases of financial analysis, budgeting, and including the preparation of quarterly/monthly financial performance measures regarding revenue and expenditures for multiple fund sources including sponsored programs. Ensures correct and timely financial and HR transactions are carried out by assigned units.
* Assists in developing the priorities, policies, procedures, and financial planning for departments and centers within a school/college/administrative unit; meets regularly with leadership for the development, coordination, and monitoring of funds and to resolve complex financial issues.
* Serves as a resource in interpreting financial policies and regulations; meets with other University departments to resolve issues related to budgets and expenditures.
* Assists departments with annual staffing plans; identifies any financial concerns and resolves them when possible.
* Prepares data and presentations for annual budget, works with multiple departments, centers and campuses to ensure a balanced budget; collaborates closely with management to forecast budget needs.
* Identifies, oversees, researches, and provides resolution to technical and financial issues. Prepares or supervises the preparation of comprehensive reports and analyses as needed in decision making or to advise management.
* Participates as part of the school/college/administrative management team and works to resolve unusual or sensitive problems.
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

* Master’s degree in related field.
* Eight years of related experience. Two years of experience must be serving as a manager of an office of notable size, complexity and significance.

OR

* Bachelor’s degree in related field.
* Ten years of related experience. Two years of experience must be serving as a manager of an office of notable size, complexity and significance.

**COMPETENCIES**

**Knowledge of:**

* Comprehensive knowledge of sound financial management and budgeting practices and principles
* Budget preparation and analysis
* Principles and practices of employee supervision
* Generally accepted accounting principles
* Systems analysis and data processing procedures
* Purchasing agreements
* Federal and state statutes
* Microsoft Office and related software applications

**Skill in:**

* Negotiation
* Planning and organization
* Developing and maintaining effective and appropriate working relationships
* Critical thinking, problem solving and analysis

**Ability to:**

* Work independently to analyze and resolve complex financial problems
* Produce financial reports and analyses in clear concise formats
* Communicate effectively through both oral and written means
* Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
* Resolve fiscal or regulatory problems governing grants and contracts
* Analyze business trends
* Maintain the confidentiality of information and professional boundaries
* Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management