**Title Details**

|  |  |
| --- | --- |
| Employee Type | AP-Administrative Professional |
| University Title | Director |
| Title Code | 1155 |
| Function General Scope | Positions assigned to this class direct and oversee an organizational entity involving fiscal management, human resource functions, and related administrative functions. Responsible for providing leadership and direction; planning, developing, managing and administering programs, strategies. Positions have substantial responsibility for directing or controlling program operations and who are accountable for the allocation of resources and program results. Establishes and implements short- and long-range organizational goals and objectives. Represents the university to internal and external constituents. |

**Job Duties and Responsibilities**

|  |  |
| --- | --- |
| Summary of Duties | Responsibilities include, but are not limited to: provide leadership, direction, and oversight of department’s operations including fiscal management, human resource functions, and administration. Position shall be accountable for resources, staffing, organizational planning, and representation of department. |
| Job Function, % Time, Essential | 50%, Strategic Leadership, Essential |
| Duties Performed | Establish and implement short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and effect changes required for improvement in all supervised areas.  Develop cooperation and collaboration with major constituencies including staff, senior management, academic and non-academic administrators, managers and supervisors, employee organizations, and union representatives.  Provide innovative and strategic leadership to oversee compliance with applicable legal requirements; develop and implement programs to meet those requirements; coordinate functions in cooperation with these programs in order to facilitate diversification of the university’s goals and directives.  Provide oversight for risk management practices and human resource functions.  Develop and establish policies and procedures.  Provide problem solving, counseling, consultation, interpretation of policies and procedures and leadership development.  Serve on committees and task forces when participation will enhance the development of and meet the needs of the unit.  Implement departmental procedures to: streamline and/or automate processes; improve customer service; reduce paper-flow; and improve data management. |
| Job Function, % Time, Essential | 15%, Area Operations, Essential |
| Duties Performed | Direct the administration of the unit’s programs; evaluate and develop recommendations for improvements.  Administrative oversight and support of committees.  Seek alternative funding sources to provide quality programs; participate in fundraising, grant writing and development activities.  Coordinate programming.  Negotiate contracts and administer associated agreements.  Provide oversight to unit’s programs and services. |
| Job Function, % Time, Essential | 15%, Fiscal Management, Essential |
| Duties Performed | Oversees the budgeting and fiscal management processes.  Develops or assists in the development and management of fiscal and operational strategies, initiatives and resource management.  Recommend options for new approaches and cost-effective services.  Establish and monitor financial controls.  Ensure compliance with federal, state, and university policies and regulations, while maintaining appropriate internal control safeguards.  This position has the authority to commit to a financial course of action and approve/disapprove expenditure requests. |
| Job Function, % Time, Essential | 10%, Personnel, Essential |
| Duties Performed | Provide vision, leadership, and direction for staff development.  Implement and maintain proper personnel practices, policies, and procedures.  Evaluate, establish and maintain an organizational structure and staffing plan to effectively and efficiently accomplish the University’s and the unit’s goals and objectives.  Coordinate recruitment efforts.  Interview and make hiring recommendations. |
| Job Function, % Time, Essential | 5%, Supervision, Essential |
| Duties Performed | Provides leadership and management of personnel, ensures compliance with existing University procedures and State law; which includes evaluating staff performance, work allocation, training, corrective and/or disciplinary action, and problem resolution.  Motivates employees to achieve peak productivity and performance. |
| Job Function, % Time, Essential | 5%, Other, Non-Essential |
| Duties Performed | Perform other duties as assigned. |

**Supervisory/Lead Responsibilities**

|  |  |
| --- | --- |
| Does this position lead the work of others? | Yes |
| Does this position supervise the work of others? | Yes |

**Position Qualifications**

|  |  |
| --- | --- |
| Required Qualifications | Positions require a Bachelor’s degree in a relevant field and six (6) years of progressively responsible relevant experience, which has included at least three (3) years of managerial experience. A Master’s degree in a related field may be substituted for up to one (1) year of the required experience. Education and experience can be tailored to fit the specific organizational entity/directorial assignment. |
| Additional Requirements | Demonstrated experience with oral presentation, written communication ability and ability to quickly acquire working knowledge of the policies, principles and procedures of the university are required.  Demonstrated ability and willingness to communicate effectively with diverse students, staff, and faculty and community members is essential.  Demonstrated ability to work collegially and collaboratively with diverse internal and external constituencies.  Strong communication, organizational, and leadership/management skills.  Proven experience and strong working knowledge of policy and program development, manage departmental budgets, and developing and executing short- and long-term plans.  Demonstrated success in program and service development.  Previous experience supervising and leading a team or unit.  Proven ability to perform multiple tasks and meet deadlines.  Demonstrated ability to exercise professional judgment and leadership, including the ability to work independently. |
| Preferred Qualifications | Master’s degree in related field.  Previous work experience at an institution of higher education.  Familiarity with Washington State University academic rules and regulations. |