**Title Details**

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| Employee Type | AP-Administrative Professional |
| University Title | Associate Director |
| Title Code | 1158 |
| Function General Scope | Positions assigned to this class have responsibility for planning, organizing, and managing all operations of a functional area(s) including supervising managers and/or supervisors. This position is typically the second-ranking administrative official. They have substantial responsibility for directing or controlling program operations and are accountable for the allocation of resources and program results. Must regularly exercises independent judgment and discretion in work directly related to management policies or department business operations and must have delegated authority to make commitments that affect department operations.  Note: Larger organizations may have a need for an Associate Director based on unit size and responsibilities to the university. Associate Directors typically have greater size and scope of responsibility than Assistant Directors. |

**Job Duties and Responsibilities**

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| Summary of Duties | Responsible for planning, organizing, and managing all operations for DEPARTMENT including supervising managers and/or supervisors. Has substantial responsibility for directing or controlling program operations and is accountable for the allocation of resources and program results. Regularly exercises independent judgment and discretion in work directly related to management policies or department business operations and has delegated authority to make commitments that affect department operations. |
| Job Function, % Time, Essential | 40%, Administration, Essential |
| Duties Performed | Assists the Department Head in designing, establishing, and maintaining an organizational structure and staffing to effectively accomplish the organization's goals and objectives.  Serves as a principal contact for administrative concerns and unit activity; monitoring departmental guidelines and policies to ensure compliance with the University, state, and federal laws, policies, and regulations.  Ensures that timely and accurate communications are disseminated vertically and/or horizontally across the department as needed.  Represents the organization to various institutional divisions, external government agencies, vendors, Executive Officers, faculty, staff, and students.  Acts as department head in his/her absence. |
| Job Function, % Time, Essential | 15%, 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 | 15%, Strategic Planning, Essential |
| Duties Performed | Establishes and implements short- and long-range organizational goals, objectives, strategic plans and policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and effects changes required for improvement. |
| Job Function, % Time, Essential | 10%, Policies/Procedures, Essential |
| Duties Performed | Oversees and coordinates the development of policies and procedures that result in collaborative and cost-efficient use of the University resources.  May serve on University committees, as directed. |
| Job Function, % Time, Essential | 10%, 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.  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 | 5%, Supervision, Essential |
| Duties Performed | Oversees the supervision of personnel, which includes work allocation, training, corrective action and problem resolution.  Evaluates performance and makes recommendations for personnel actions.  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**

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

**Position Qualifications**

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| Required Qualifications | A Bachelor’s degree in a relevant field and five (5) years of progressively responsible experience in a related field which has included at least two (2) years of management experience. A Master’s degree in a relevant field may be substituted for up to one (1) year of the required experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis. |
| Additional Requirements | Demonstrated effective interpersonal, written and oral communication skills.  Demonstrated computer software skills, including the ability to use Microsoft Office programs, such as: Outlook, Word, Excel, and Access.  Demonstrated experience interpreting and applying laws, rules, policies and procedures. |
| Preferred Qualifications | Master’s degree in a relevant field.  Experience in higher education.  Experience in strategic planning, formulation, design, implementation and tracking.  Experience creating/auditing administrative procedures and internal controls. |