**Title Details**

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| Employee Type | AP-Administrative Professional |
| University Title | Assistant Director |
| Title Code | 1157 |
| Function General Scope | Positions assigned to this class are responsible for assisting with overall management operations and leadership for a unit(s), having substantial responsibility for directing or controlling program operations and are accountable for the allocation of resources and program results. This position may be the second-ranking administrative official within an organization. Must regularly exercise 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 more than one Assistant Director and may need one Associate Director level who will serve as the second-ranking administrative official. Assistant Directors are usually responsible for a specific functional area or areas. |

**Job Duties and Responsibilities**

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| Summary of Duties | This position is responsible for oversight management of all administration functions within DEPARTMENT including: budgeting, accounting services, business affairs, position control, outside contracts, long range capital planning and related financial and resource services, and oversight of the day-to-day administrative support of activities. This position serves as the primary point of operational and administrative contact for internal and external constituencies. |
| Job Function, % Time, Essential | 30%, Administration, Essential |
| Duties Performed | Administrating the day-to-day operations including setting priorities, establishing and coordinating special projects and providing external and internal communications.  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.  Oversee the analysis of data and preparation of various reports; represent the department in business, financial and related administrative matters |
| Job Function, % Time, Essential | 25%, 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 | 15%, Strategic Planning, Essential |
| Duties Performed | Collaborate with the Director, Associate Directors, and management staff on strategies for optimizing resources and personnel; provide leadership; participate in the development and implementation of strategic and long-range plans, goals, objectives, policies and operating procedures; monitor and evaluate the plan’s effectiveness; recommend and implement changes for improvement. |
| 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 | 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%, Facilities/Equipment, Essential |
| Duties Performed | Provide recommendations on facility, planning, remodeling, construction, and equipment purchasing and maintenance.  Monitoring the maintenance of required equipment including computer and communication systems.  Provide oversight for facilities, safety, security, environmental health and auxiliary services. |
| 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 four (4) years of progressively responsible relevant experience, which has included at least one (1) year of managerial experience. A Master's degree in a related 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. |