**Title Details**

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| Employee Type | AP-Administrative Professional |
| University Title | Manager |
| Title Code | 1162 |
| Function General Scope | Positions assigned to this class have substantial responsibility for directing or controlling program operations and who are accountable for the allocation of resources and program results. Responsibilities include, but are not limited to supervising staff, managing operations, programs or services including fiscal planning, budget, policies and procedures. |

**Job Duties and Responsibilities**

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| Summary of Duties | Plans and manages all financial reporting and business support services for DEPARTMENT. Oversees the development and maintenance of information and reporting systems, participates in the overall administrative management of the operation, and represents the SENIOR LEADER, as required. Manages specifically designated service operations, as appropriate. |
| Job Function, % Time, Essential | 35%, Administration, Essential |
| Duties Performed | Develops and implements systems and processes to establish and maintain records for the operating unit.  Participates in development, implementation and maintenance of policies, objectives, short-and long-range planning; develops and implements projects and programs to assist in accomplishment of established goals.  Manages administrative duties and program operations to solve problems and makes decisions regarding daily ongoing functions.  Represents the organization at various community and/or business meetings; promotes existing and new programs and/or policies. |
| Job Function, % Time, Essential | 25%, Fiscal Management, Essential |
| Duties Performed | Oversees and manages financial operations, transactions, and services, specific to the operating unit; develops and implements financial reporting and information management systems, as appropriate.  Oversees the budgeting and fiscal management processes.  Develops or assists in the development and management of fiscal and operational strategies, initiatives and resource management  Participates in the development, negotiation, implementation, and maintenance of contractual arrangements, and participates in the sourcing, soliciting, and/or acquisition of funding, as appropriate to the operating mode of the unit.  Ensure compliance with federal, state, and university policies and regulations, while maintaining appropriate internal control safeguards. |
| Job Function, % Time, Essential | 25%, Program Management, Essential |
| Duties Performed | Participates in the development and implementation of unit programs and projects consistent with organizational objectives, contractual arrangements, and/or funding availability.  Directs and facilitates the program’s purpose and goals, including, establishing short- and long- range organizational goals, objectives, strategic plans, organization, policies, and operating procedures.  Reviews and develops new procedures, tests, services, etc. Keeps abreast of current developments within field. |
| Job Function, % Time, Essential | 10%, 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 four (4) years of progressively responsible experience in a field related to the functional managerial area which has included at least one (1) year of supervisory experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis. |
| Additional Requirements | Demonstrated computer software skills, including the ability to use Microsoft Office programs, such as: Outlook, Word, Excel, and Access. |
| Preferred Qualifications | Master’s degree in a relevant field.  Previous experience in higher education. |