

Ohio University – Compensation 2014

Job Family: **Administrative Management** | Career Track: **Management**

Provides coordination and management of business policies and programs in order to effectively manage University resources (employees, finances, systems, and facilities). Administrative management includes activities in finance and human resources and may also include IT, facilities, or student services. LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS.

	Management I	Management II	Management III	Management IV	Management V
Accountabilities	None specified.	None specified.	<p>PEOPLE</p> <p>Manages, delegates, and prioritizes staff work plans.</p> <p>Responsible for establishing and cultivating a work culture that is customer service oriented, productive, innovative, and valuing of diversity.</p> <p>Develops relationships with and acts as a liaison between campus senior management, supervisors/managers, employees, customers, designated vendors, government agencies, and trade or industry organizations.</p> <p>Provides counsel to the dean and/or senior management on a variety of operational, human resources, financial, and related issues. Coaches managers regarding all types of employee relations issues and practices.</p> <p>OPERATIONS</p> <p>Manages the daily operation of multiple administrative areas such as Finance, Human Resources, Facilities, and Information Technology, typically for large and complex department unit or a smaller planning unit.</p> <p>Develops, oversees, and negotiates all human resources activities for a college/administrative department such as hiring, employee and labor relations, organizational design and training, diversity, safety and welfare, performance management, and recognition and rewards. Develops, recommends, and implements policies.</p> <p>Initiates and writes requests for proposals (RFPs), reviews recommendations, and facilitates selection process.</p> <p>Undertakes departmental studies of various organization operations. Interprets and communicates results to department leadership.</p> <p>Monitors changes in guidelines, laws, and regulations and implements necessary changes.</p> <p>Interprets and applies University policies and procedures and adapts processes to new policies, procedures, and methods.</p> <p>BUDGET</p> <p>Directs the fiscal activities of the department or planning unit including budgeting, expenditure, and income forecasting, contract and grant management, and financial statements.</p> <p>Provides recommendations on expenditures as it relates to needs, alignment with strategic planning, and available funds.</p> <p>Typically responsible for budgets totaling \$2 to \$10M</p>	<p>PEOPLE</p> <p>Determines and aligns unit work plans and goals with the overall strategies established for the planning unit.</p> <p>Provides strategic counsel to the dean as a member of the executive committee on a variety of operational, human resources, financial, and related issues.</p> <p>OPERATIONS</p> <p>Directs the daily operation of multiple administrative areas such as finance, human resources, facilities, and Information Technology typically for a planning unit.</p> <p>Directs the management of general appropriation, endowment, federal, and non-federal grants and contracts and gift funds. Negotiates and directs collaborative agreements with other research institutions and community organizations</p> <p>Creates proposals, formulates reports, and completes research projects regarding college business and operational issues. Responsible for RCM and long-term planning. Develops and plans resource allocation and distribution for a large organizational unit including staff, equipment, and other resources. Plans for facilities rehabilitation and renovations.</p> <p>Exercises broad oversight authority for the administration and compliance of University policies. Prepares and presents briefings to senior management officials on complex and/or controversial issues.</p> <p>Facilitates the research initiatives of faculty and staff. Reviews and approves the acquisition and allocation of capital equipment, space, and human resources to meet short- and long-term goals.</p> <p>BUDGET</p> <p>Directs overall budget development for a large or complex planning unit to meet strategic objectives including income requirements, expenditures needed for appropriate staffing levels, equipment, and technology required to support administrative and academic systems within the organization</p> <p>Controls all expenditures and statement of accounts to ensure regulatory compliance and fiscal integrity. Typically responsible for complex budgets totaling \$10 to \$50M</p>	<p>PEOPLE</p> <p>Oversees department work plans to align with planning unit and University strategy.</p> <p>Provides strategic counsel to the dean as a member of the executive committee on a variety of operational, human resources, financial, and related issues.</p> <p>OPERATIONS</p> <p>Oversees strategic initiatives and the operation of multiple administrative areas such as finance, human resources, facilities, and Information Technology for a large or complex planning unit.</p> <p>Typically directs staff through subordinate managers.</p> <p>Directs the management of general appropriation, endowment, federal, and non-federal grants and contracts and gift funds. Negotiates and directs collaborative agreements with other research institutions and community organizations</p> <p>Oversees operational studies for the planning unit and major administrative initiatives for the planning unit.</p> <p>BUDGET</p> <p>Directs overall budget development for a large or complex planning unit to meet strategic objectives including income requirements, expenditures needed for appropriate staffing levels, equipment, and technology required to support all administrative and academic systems within the organization</p> <p>Controls all expenditures and statement of accounts to ensure regulatory compliance and fiscal integrity. Typically responsible for complex budgets totaling more than \$50M</p>

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	Management I	Management II	Management III	Management IV	Management V
Requirements			<p>Knowledge and expertise in concepts, principles, and practices of public and/or academic business administration typically obtained through a Bachelor's degree in finance, business, or related field and 4 to 6 years of administration management experience within public or academic administration including experience supervising employees. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Seasoned knowledge and expertise in theories, concepts, and principles of both management and public or academic business administration typically obtained through a Master's degree in finance, business, academic administration or related field and 6 – 8 years of administration management experience including experience within public or academic administration which includes experience managing a team of professional employees. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Expert knowledge and expertise in theories, concepts, and principles of both management and academic business administration typically obtained through a Master's degree in finance, business, academic administration or related field and more than 8 years of professional experience including significant experience in managing financial and human resources within a public or academic organization as well as experience developing, gaining support for and executing short and long term strategic plans. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>