

## Ohio University – Compensation 2014

### Job Family: **Administration Management** | Career Track: **Individual Contributor**

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.

	Individual Contributor I	Individual Contributor II	Individual Contributor III	Individual Contributor IV	Individual Contributor V
<b>Accountabilities</b>	<p><b>PEOPLE</b> Answers difficult questions and responds to complex inquiries that require content knowledge and significant independent judgment regarding finance, human resources, facilities, student services, and academic and business practices and procedures.</p> <p><b>OPERATIONS</b> Approves and monitors all payroll and paid time off processes. Interprets and monitors University human resources policies.</p> <p>Coordinates employment process for new hires including verifying the need for the position. Coordinates and implements unit activities within employment and payroll systems. Assists managers with related HR processes and procedures.</p> <p>Oversees office operations including creating and implementing procedures to improve efficiency. Coordinates and hires temporary staff and students.</p> <p>Manages major events including significant decisions over agenda and logistics.</p> <p>Coordinates the maintenance of facilities including security-related issues, communication technologies, and improvements. Manages inventory and equipment.</p> <p><b>BUDGET</b> Prepares, monitors, and reconciles unit budget.</p> <p>Prepares, approves, and monitors all unit expenditures including but not limited to transfers, billing, purchasing card, and travel expenditures. Reviews, interprets, and adheres to all University financial policies.</p>	<p><b>PEOPLE</b> Develops relationships with and acts as liaison between senior management, supervisors/managers, employees, customers, students, designated vendors, government agencies, and trade or industry organizations for small to midsize organizational unit.</p> <p><b>OPERATIONS</b> Manages multiple administrative areas such as finance, human resources and facilities for a small to midsize organizational unit.</p> <p>Coordinates and participates in hiring, employee and labor relations, organizational design and training, diversity, safety and welfare, performance evaluation, recognition and rewards, and related human resources processes.</p> <p>Develops and directs publications and communications as well as annual special fund-raising projects,</p> <p>Interprets and reviews policies.</p> <p>Stays abreast of regulatory changes, requirements, and emerging best practices related to area.</p> <p><b>BUDGET</b> Develops and prepares budget and financial reports. Provides regular updates and reports on income and expenses. Typically responsible for a budget of up to \$ 5M.</p>	<p><b>PEOPLE</b> Develops relationships with and acts as a liaison between senior management, supervisors/managers, employees, customers, students, designated vendors, government agencies, and trade or industry organizations for a midsize to large organizational unit.</p> <p>Serves as primary contact for inquiries from government agencies and other entities.</p> <p><b>OPERATIONS</b> Manages multiple administrative areas such as finance, human resources, and facilities typically for a large or complex department unit..</p> <p>Typically manages all operational facets of human resources such as hiring, employee and labor relations, organizational design and training, diversity, safety and welfare, performance management, recognition and rewards, and related human resources programs and processes.</p> <p>Prepares and/or manages grants and contracts.</p> <p>Writes requests for proposals (RFPs) and participates in and/or leads the selection process. Prepares business/cost proposals for funding research projects and programs.</p> <p>Plans for facilities rehabilitation and renovations.</p> <p>Undertakes departmental studies of various organization operations. Interprets and communicates results to department leadership.</p> <p>Develops and implements policies and procedures for department/unit activities based on knowledge of best practices and changes in laws and regulatory requirements.</p> <p><b>BUDGET</b> Develops, manages, and controls budgets and a variety of financial data. Establishes financial processes and systems to monitor and control expenses and carry out financial analyses. Typically responsible for a budget of \$2M–\$10M with significant grant, contract, and business proposal responsibility.</p>	<p><b>PEOPLE</b> Develops relationships with and acts as a liaison between senior management, supervisors/managers, employees, customers, students, designated vendors, government agencies, and trade or industry organizations for a midsize to large organizational unit.</p> <p><b>OPERATIONS</b> Manages multiple administrative areas such as finance, human resources and facilities typically for a large and complex department unit or a planning unit.</p> <p>Typically develops and oversees strategic and operational/human resources activities. Directs financial activities surrounding the acquisition and management of general appropriation, endowment, federal and non-federal grants and contracts, and gift funds.</p> <p>Negotiates and directs collaborative agreements with other institutions and/or community enterprises.</p> <p>Initiates and writes requests for proposals (RFPs), reviews recommendations, and facilitates selection process.</p> <p>Reviews and approves the acquisition and allocation of capital equipment, space, and human resources.</p> <p><b>BUDGET</b> Directs the fiscal activities of the planning unit or a large and complex department unit including budgeting, cost negotiation, expenditure and income forecasting, contract and grant applications, and financial statements.</p> <p>Provides recommendations on expenditures as it relates to needs, alignment with campus strategic planning, and available funds.</p> <p>Typically responsible for a budget of \$10M –\$50M with significant grant and contract responsibility.</p>	None specified.

**Ohio University – Compensation 2014**  
**Job Family: Administration Management | Career Track: Individual Contributor**

	Individual Contributor I	Individual Contributor II	Individual Contributor III	Individual Contributor IV	Individual Contributor V
<b>Requirements</b>	Knowledge and expertise in concepts, principles, and practices of business administration typically obtained through a Bachelor's degree in finance, business, or related field and 0 to 2 years of business administration-related work experience. 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.	Advanced knowledge and expertise in concepts, principles, and practices of business administration typically obtained through a Bachelor's degree in finance, business, or related field and 2 to 4 years of business administration-related work experience. 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.	Seasoned knowledge and expertise in concepts, principles, and practices of business administration typically obtained through a Bachelor's degree in finance, business, or related field and 4 to 6 years of business administration-related work experience. 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.	Expert knowledge and expertise in theories, concepts, and principles of business administration typically obtained through a Bachelor's degree in finance, business, or related field and 6 or more years of business administration-related work experience. 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.	

FINANCIAL