Job Classification Specification

Administrative Director 1

Position Summary

Administrative Director 1 is responsible for the strategic direction and leadership of a major University-wide or multiple large-scale, multi-faceted academic, research, and administrative units or programs with high degree of autonomy. Typically manages three or more professionals and supervisors/managers across multiple functions.

Responsible for handling a variety of extremely complex assigned projects for business unit(s) within the Administrative job family. Applies expert level subject matter knowledge; requires capacity to understand specific needs or requirements to apply skills/knowledge. Provides leadership to managers, supervisors and/or professional staff. Is accountable for the performance and results of multiple related units. Controls resources and policy formation in area of responsibility. Decisions are guided by resource availability and functional objectives.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Provides operational leadership for both strategic and tactical activities for assigned business operations. Provides day-to-day direction and managerial oversight of staff team.

Collaborates with and advises professional and administrative leaders to develop strategic plans to create sustainable, high-quality programs and services that are competitive and capable of supporting academic and administrative programs.

Develops evaluation tools and metrics to measure program progress and effectiveness.

Identifies short and long-term goals and oversees the allocation of resource to meet priorities.

Provides leadership and is accountable for business unit budgets, capital plans and revenue/expense forecasts. Controls all expenditures and statement of accounts to ensure regulatory compliance and fiscal integrity.

Determines how to achieve the University or department missions through the development of new operating procedures, approaches, and systems.
Builds and manages day-to-day and long term business relationships with key University and external partners.

Identifies and establishes collaborative agreements with partner institutions and negotiates collaborative agreements with community enterprises and representatives.

Directs and implements all human resources programs and actions to cultivate a work environment which attracts rewards, engages, and develops high performing employees.

Provides leadership and oversight related to the development and completion of capital projects including budget management, equipment procurement and overall timelines.

Manages staff through functional managers and supervisors.

**Operational Role**

Determines how to achieve the directives set by the institution's strategy and top executive leadership generally by developing new systems, new products/offers, new methods or approaches, and new operating procedures; considers the intentions/goals of the institution and figures out the best way to fulfill them.

**Scope of Measurable Impact**

Actions have a measurable effect on a major unit or function of the institution; measures generally concern financial health/profitability, customer service, student experiences, and productivity.

**Independence and Decision-Making**

Incumbents act with substantial discretion, balancing several goals at once with the idea to minimize costs/risks and maximize benefits/returns.

**Complexity and Problem Solving**

Develops innovative solutions for difficult, complex, and systemic problems that may have precedent-setting implications for the institution; is usually responding to new situations and circumstances that require attention -- invention occurs in the course of solving specific problems.

**Supervision**

Has the authority to hire, transfer, promote, discharge, suspend, assign work, reward, discipline, and direct the work of both full-time and part-time University employees.
**Required Qualifications**

Requires a BA/BS and at least 12 years of experience; exhibits technical and operational mastery of an area and has proven management experiences and history of successes in supervising groups; has demonstrated excellence in a discipline and understands the implications of decisions and actions on segments of the organization outside one’s immediate area.

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