Job Classification Specification
Administrative Director 2

Position Summary

Administrative Director 2 is responsible for the strategic direction and leadership of major University-wide program(s) with full autonomy. Position is accountable for the performance of the assigned area(s) and accomplishes goals and meets business needs through oversight and managing the work of others.

Provides leadership and direction through Senior Managers and Managers. Adapts and executes functional or departmental business plans and contributes to the development of functional or departmental strategies. Decisions are guided by functional strategies and priorities. Controls resources and policy formation in area of responsibility.

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.)

Develops and establishes comprehensive strategies, long and short term plans, resource direction and assignment, and budget development.

Oversees and has accountability for all administrative and operational activities of assigned area, including setting priorities, discretionary control of a budget, legal compliance, adherence to University policies, and management of staff.

Leads University-wide initiatives and partnered with collegiate senior administrators to facilitate the implementation of new programs. Identifies training and education needs and oversees the development of such programs.

Advises, consults, and makes recommendations to the senior executives on the operational and financial impacts of strategic, policy, and long-range planning of proposed program changes.

Sets strategies to promotes and maintain effective relations with the community and government partners and agencies. Establishes productive networks throughout the University.

Responsible for leading a large and diverse team of professionals. Provides strategic vision and directs to staff through subordinate managers. Responsible for cultivating a work environment which attracts, rewards, engages, and develops high performing employees.
Operational Role

Determines how to achieve the directives set by the institution's strategy and top executive leadership by developing new systems, new products/offerings, 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 at this level are the ones who are most often asked to "figure it out," to come with ideas and actions that will make the institutional strategy "real".

Complexity and Problem Solving

Figures out how to get the institution from "here" to "there," creatively using the mission and goals of the institution as a guide to fulfill objectives that are established in concert with the most senior managers.

Required Qualifications

Requires BA/BS and at least 15 years of experience; often an expert in a specialized field or complex operation, and the final authority on a matter of financial significance to the institution; understands the nuances, fine print, trade-offs, exceptions, etc. of an issue.

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.

Effective 11/02/15