Title: Associate Director Business Affairs

Pay Scale Group: 00

Essential Function

Professional employees that have responsibility for the administration and direction of all aspects of a large multi-functional department; assessment, evaluation, and implementation of major programs and projects; development and communication of policies and procedures; management, planning, and organization of multi-functional staff efforts. Responsible for the development and control of substantial departmental budgets and resources.

Characteristic Duties

Establish long-range objectives and specify the strategies and actions to achieve these objectives.

Primary duties may include: Direct or assist in the direction of the financial, administrative, and operational activities of a large and diversified unit with a considerable income generation component.

Forecast financial and facilities requirements.

Approve major capital expenditures.

Develop and recommend financial and administrative policies and procedures.

Minimum Qualifications

Bachelor's degree with five (5) years' experience; -OR- Associate's degree with seven (7) years' experience; -OR- nine (9) year experience; degree must be in Business Administration or related field. Financial and administrative experience is required and must include three (3) years supervision.