Title: Associate Director Business Affairs

Pay Scale Group: 00-N

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.