Title: Executive Director, Budget Planning

Pay Scale Group: 99-1

Essential Function

Under general supervision from a designated administrator, direct a broad range of activities and functions to ensure effective operations and the achievement of organization objectives.

Characteristic Duties

Direct a broad range of activities and functions to ensure effective operations and the achievement of organization objectives (e.g., fringe benefits, renovation projects, facility administration rate calculations, applicable expenditures, etc.).

Develop the University's Annual Budget Plan; maintain budget documents, monitor funds relative to the cash policy, review general funds revenue-generating programs and their distribution of budget in accordance with university rules, and federal and state regulations.

Works closely with the Ohio Board of Regents with regard to analysis of the State Share of Instruction, monthly distribution of the state subsidies, and reporting to the Ohio Board of Regents (i.e., fee schedules, budget, etc.)

Prepare budget reports for internal and external requirements.

Evaluate operational activities to ensure compliance and make recommendations.

Act as liaison with internal and external constituents.

Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor's degree with seven (7) years experience; -OR- Associate's degree with nine (9) years experience; -OR- eleven (11) years experience. Degree must be in Business Administration or related field. Experience must be in management with at least three (3) years supervision.