Title: Executive Director - COM

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.).

Formulate budget and/or monitor expenditures in accordance with university rules, and federal and state regulations.

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.