Classification Specification for Unclassified Service

Title: Manager Special Projects and Programs

Essential Function

Under general supervision from a designated administrator, manages and provides leadership to an assigned department or service center, or manages the daily operations, and plans the use of materials and human resources within a multifunctional area. Duties are too diverse and general in nature to be classified in any one functional area.

Characteristic Duties

Manage the functions of the assigned unit; develop unit procedures, implement quality improvement initiatives/controls and assess staff skills to ensure achievement of established department goals and objectives; ensures product and services yields the expected outcome and meets established quality levels. Collaborate with units to develop performance standards; ensure safe work environment.

Render decisions in which quality of execution has significant impact within the manager's area and influences service delivery on a department and division basis.

Ensure compliance with standard operating procedures, collective bargaining agreements, state regulations, federal laws and all other regulations within area of managerial responsibility; limited authority to grant exceptions within established parameters.

May have limited authority for purchases or payroll preparation within the area of managerial responsibility; may provide input for annual unit budget.

May provide direct supervision to exempt and non-exempt staff (i.e., hire, orient, train, mentor, and evaluate assigned staff); assess skills and identify shortfalls to coordinator or develop training needs.

Represent the university in a positive manner and serve as a liaison with internal and external agents.

May serve on various university, division and departmental committees, attend meetings/conferences and may represent the department at various community events to promote services.

Complete other duties as assigned including special projects.

Minimum Qualifications

Bachelor's degree with three (3) years' experience; -OR- Associate's degree with five (5) years' experience; -OR- seven (7) years' experience; degree and experience must be in a related field.