Classification Specification for Unclassified Service

**Title:** Manager Unit Operations

**Pay Scale Group:** 17

**Essential Function**

Under general supervision from a designated administrator, manage operations and provide administrative services leadership requiring judgment and strategy.

**Characteristic Duties**

Manage, develop, implement, and assist with the administration of goals to achieve strategic objectives; assume management responsibility for a wide range of projects/tasks associated with primary business operations and/or corporate relations that have significant impact within the business function (e.g. training, website admin, etc.)

Provide leadership by serving as a unit resource, consultant and liaison for directors and administrators within designated unit, as well as external offices and agencies to ensure conformity and compliance with operating procedures, university policies, collective bargaining agreements, state regulations and federal laws.

Manage the functions of the assigned unit; develop internal procedures, implement quality improvement initiatives/controls and assess staff skills to ensure achievement of established department goals and objectives; ensures identify problems and recommend and implement solutions.

Assist administrator with analyzing and interpreting data; research, develop, edit and prepare documents and reports; resolve issues and 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.

May monitor and reconcile ledgers and budgets for a designated unit(s).

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 administrator with moderate authority to make commitments.

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) year’s experience. Degree must be in a related field. Experience must be related.