Classification Specification for Unclassified Service

**Title:** Assistant Director Business Affairs

**Pay Scale Group:** 00

**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 three (3) years’ experience; -OR- Associate’s degree with five (5) years’ experience; -OR- seven (7) years’ experience; degree must be in Business Administration or related field. Financial and administrative experience is required and must include one (1) year supervision.