

Job Level	Assistant Director of Central Receiving	Management Level III
Problem Solving	<ul style="list-style-type: none"> * Works closely with the Director on departmental administration including budget development, creation and implementation of new or largely complex policies, elevated and highly sensitive human resource issues, staff training and development, strategic planning and program creation, development and implementation. * Design, develop and maintain functional and operational spreadsheets and must possess advance knowledge of Excel to train staff and manage numerous spreadsheets for billing, leave management, benchmarking, tracking expenses, inventory, cost analysis, etc. * Decisions on a daily basis will require that position take into account future considerations. * Position ensures all work units are functioning in a proper, safe, legal, and fiscally responsible manner. * Serve critical role in creation, design, and launch of all requests for proposals and requests for information. * Serve as safety and facilities control officer and building proctor, including coordinating emergency preparedness and disaster recovery plans in conjunction with Leadership. * Regularly interprets Federal, State and University policy, establishes or modifies departmental policy to ensure compliance. 	<ul style="list-style-type: none"> ▪ Problems are often unclearly defined and fundamental principles may not apply ▪ Solutions must take into account future considerations.
Interaction/ Communication	<ul style="list-style-type: none"> * Reports directly to Director (position 015871) * Build and maintain strong working relationships with all unit customers, campus partners and vendors as well as staff members. * Works closely with Director on departmental administration, including strategic planning and program development * Serve on university committees. 	<ul style="list-style-type: none"> ▪ Typically reports to a department head. ▪ Reconciles multiple stakeholder views.
University Impact	<ul style="list-style-type: none"> * The Assistant Director serves key departments within Central Receiving include, Mail Distribution, Mail Production, Receiving, Shipping, Surplus Property, The Spoke (university bike education and maintenance shop), Event Rentals, Document Management and Warehousing and Storage. Other services provided are bike rentals, campus express courier services, bike valet and event lockers. Providing direct oversight of a team of three senior department managers who lead distinctly unique departments (Mail Production and Distribution, Shipping and Receiving, and Surplus Property), the Assistant Director is responsible for the operational infrastructure that facilitates the Units' work in a high demand environment. The Assistant Director will consistently stay informed of the ongoing changes in best practices, policies and laws within these industries, and the most up-to-date practices and technology. This position ensures all work units are functioning in a proper, safe, legal, and fiscally responsible manner while maintaining a balanced work force and budget. 	<ul style="list-style-type: none"> ▪ Translates strategy into operational processes. ▪ May provide input into strategy of the department or function.
Financial/ Budget Responsibility	<ul style="list-style-type: none"> * Reviews and approves budget expenses, operating fund budgets, cash flow, expenses, reallocations, profit and loss balances for self- funded accounts, implements adjustments as deemed necessary on day to day issues. * Gather and prepare all operating budgets for the Department, totaling approximately 4,000,000 in 13 accounts. * Develop budgets and business plans for each work unit. 	<ul style="list-style-type: none"> ▪ May develop and manage a budget.

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People Management	<ul style="list-style-type: none"> * Responsibilities will include providing all direct reports with performance reviews, performance planning, training, professional development and guidance etc. This position will also serve as the hiring and signature authority for all direct reports. * Work with managers, Director, HR and EO to resolve complex human resource issues. * Make changes in the State Classified workforce and student employee makeup to meet departmental objectives for department efficiency by recruiting applicants; selecting qualified employees who are a good fit from a diverse pool of candidates; ensure that direction and adequate training and resources are provided to perform their job, and that funds are budgeted to cover the expense. 	<ul style="list-style-type: none"> ▪ Manages teams of primarily professional roles; may supervise project management levels. ▪ People management responsibility for pay reviews, performance management, and resource planning.