

Job Level	Manager of Strategic Planning & Operations	Management Level I
Problem Solving	<ul style="list-style-type: none"> <li>* Assist the department head with faculty related issues, including recruitment, annual review, the faculty activity reporting process, promotion and tenure, teaching load and buyout policies, and retirements.</li> <li>* Research, prepare, analyze, and manage technical databases as assigned.</li> <li>* Represent the department on various working groups and committees.</li> <li>* Lead special programs and projects associated with the promotion and advancement of the department, including recommending and implementing new strategic plans and activities, and finding new sources of funding.</li> <li>* Lead and manage financial planning and forecasting for the department and its programs.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Teams work within prescribed rules, guidelines, and policies and work is often transactional/ routine/cyclical in nature.</li> </ul>
Interaction/ Communication	<ul style="list-style-type: none"> <li>* Conduct Annual review and performance management of seven professional staff</li> <li>* Analyze, evaluate, and improve office procedures and practices.</li> <li>* Serve as Equal Opportunity Coordinator on college and university searches</li> </ul>	<ul style="list-style-type: none"> <li>▪ Adapts communication styles to differing audiences.</li> </ul>
University Impact	<ul style="list-style-type: none"> <li>* Serve as a strategic advisor to the department heads of the Departments of Civil and Environmental Engineering (CEE) and Mechanical Engineering (ME) on a wide variety of issues, including but not limited to implementation and assessment of short- and long-term strategic plans as well as oversight and management of budget and finances.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Department/unit focused.</li> <li>▪ Work provided by the team has short-term (within one year) impact by nature.</li> <li>▪ Directs the application or existing principles.</li> </ul>
Financial/ Budget Responsibility	<ul style="list-style-type: none"> <li>* Manage \$9.5 million in annual department operating budgets and collaborate with college-level central staff to support approximately \$16 million in annual research expenditures.</li> <li>* Construct budgets on an annual basis and serve as fiscal officer of all departmental operating and gift accounts.</li> <li>* Lead and manage financial planning and forecasting for the department and its programs. Direct department finances, including operating, bank and faculty buyout, and distance education.</li> <li>* Responsible for the budget at the department level</li> </ul>	<ul style="list-style-type: none"> <li>▪ Takes action to monitor costs of work team.</li> <li>▪ May contribute to the department's fiscal management.</li> </ul>
People Management	<ul style="list-style-type: none"> <li>* Manage the ME departmental staff; manage and conduct performance reviews for staff personnel and work study students. Oversee professional development and mentorship of staff: 6 AP staff, 2 SC staff, and 2-3 work study Students.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Manages teams typically comprised of technical / administrative support roles that are homogeneous in nature.</li> <li>▪ May have people management responsibility for pay reviews, performance management, and resource planning.</li> </ul>