

Job Level	Manager of Strategic Planning & Operations	Management Level I
Problem Solving	<ul style="list-style-type: none"> * 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. * Research, prepare, analyze, and manage technical databases as assigned. * Represent the department on various working groups and committees. * 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. * Lead and manage financial planning and forecasting for the department and its programs. 	<ul style="list-style-type: none"> ▪ Teams work within prescribed rules, guidelines, and policies and work is often transactional/ routine/cyclical in nature.
Interaction/ Communication	<ul style="list-style-type: none"> * Conduct Annual review and performance management of seven professional staff * Analyze, evaluate, and improve office procedures and practices. * Serve as Equal Opportunity Coordinator on college and university searches 	<ul style="list-style-type: none"> ▪ Adapts communication styles to differing audiences.
University Impact	<ul style="list-style-type: none"> * 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. 	<ul style="list-style-type: none"> ▪ Department/unit focused. ▪ Work provided by the team has short-term (within one year) impact by nature. ▪ Directs the application or existing principles.
Financial/ Budget Responsibility	<ul style="list-style-type: none"> * 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. * Construct budgets on an annual basis and serve as fiscal officer of all departmental operating and gift accounts. * 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. * Responsible for the budget at the department level 	<ul style="list-style-type: none"> ▪ Takes action to monitor costs of work team. ▪ May contribute to the department's fiscal management.
People Management	<ul style="list-style-type: none"> * 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. 	<ul style="list-style-type: none"> ▪ Manages teams typically comprised of technical / administrative support roles that are homogeneous in nature. ▪ May have people management responsibility for pay reviews, performance management, and resource planning.