

Job Level	Director of Central Receiving & Surplus Property	Senior Management Level I
Problem Solving	<ul style="list-style-type: none"> <li>* As the Director of the departments within Central Receiving and Surplus Property (departments), this position provides executive level leadership and strategic vision and fiscal forecasting and management to help meet the campus' initiatives while honoring the University's mission. This position utilizes guidance for decision making from a multitude of sources, including: CSU Fiscal Policies, CSU Purchasing Policies, CSU HR Policies, The Colorado Governor's Office of Innovation and Technology Guidelines for sanitizing or shredding items that contain sensitive and confidential information (i.e. electronic media), U.S. Postal Service guidelines, Domestic or International Mail Manual, private carrier guidelines (i.e. UPS, FedEx), hazardous materials handling manuals, MSDS sheets, CSU Emergency Operations Plan, Building Proctor Manual, EPA regulations, CSU Environmental Health Services guidelines, HIPAA, FERPA, and any University, State or Federal guidelines, etc. pertaining to any of the areas managed by this position.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Problems are often not clearly defined and fundamental principles may not apply.</li> <li>▪ Solutions must take into account future considerations.</li> </ul>
Interaction/ Communication	<ul style="list-style-type: none"> <li>* Foster a positive work culture that embraces collaboration and teamwork through effective performance management, staff training and development,</li> </ul>	<ul style="list-style-type: none"> <li>▪ Typically reports to a department head</li> <li>▪ Reconciles multiple stakeholder views</li> </ul>
University Impact	<ul style="list-style-type: none"> <li>* Work closely with University customers to create and enhance programs focused on service expectations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Translates strategy into operations processes.</li> <li>▪ May provide input into strategy of the department or function</li> <li>▪ Must be head of a department as defined and assigned by the University for Director designation.</li> </ul>
Financial/ Budget Responsibility	<ul style="list-style-type: none"> <li>* In all aspects, builds, approves and determines the appropriate management of 14 budgets and accounts.</li> <li>* Gather data, prepare and develop all operating budgets for the Departments, totaling approximately \$6,100,000 of revenue and expenses through 14 accounts.</li> </ul>	<ul style="list-style-type: none"> <li>▪ May develop and manage a budget</li> </ul>
People Management	<ul style="list-style-type: none"> <li>* Associate Director (AP) – Departments of Central Receiving</li> <li>* IT Management (AP) – Departments of Central Receiving</li> <li>* Accounting (SC) – Departments of Central Receiving</li> </ul>	<ul style="list-style-type: none"> <li>▪ Manages teams of primarily professional roles; may supervise project management levels</li> <li>▪ People management responsibility for pay review, performance management and resource planning.</li> </ul>