

Standard Title: **DIRECTOR**

Principal Administrative Position Exemption

- ***General Function Statement***

Provide leadership and oversight of a major, function, facility, or program.

- ***Organization Relationship***

Campus or University Executive or Administrator
Director
Associate Director
Assistant Director
Professional Staff (Coordinators/Specialists/Managers/Analysts)
Technical, Clerical Support Staff

- ***Typical Responsibilities***

1. Develop and administer a comprehensive program and activities to fulfill the role of the office, function, program or organization.
2. Direct the staffing by overseeing recruitment, training, and management of work assigned to professional and support staff.
3. Oversee financial aspects of unit management, including control of the budget and allocation of resources.
4. Formulate, initiate, implement and interpret policies related to the operation of the unit, as well as policies applicable campus or University-wide.
5. Provide professional expertise and keep current with developments in the profession.
6. Provide management reports, analyses, data and information for administrative purposes.
7. Interface with advisory committees, serve on campus or University committees, communicate and consult with other offices or campus officials when appropriate.