

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: BUSINESS OPERATIONS MANAGEMENT Level C, Pay Grade 10

LEVEL DEFINITION	This level covers positions of a defined scope responsible for managing a specialized campus-wide business operation.
TYPICAL RESPONSIBILITIES	May include: managing a specialized campus-wide business operation; developing and implementing business plans to deliver services; developing and managing budgets; assisting in the development of policies and procedures; conducting cost analyses and market surveys; and negotiating contracts with governmental agencies and vendors.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding planning and budgeting for a specialized business operation.
SUPERVISION RECEIVED	Works with latitude within an overall business plan. Work is reviewed in terms of achievement of specific goals.
SUPERVISION EXERCISED	Manages staff directly and indirectly through subordinate managers.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of five years of related experience, or the equivalent combination of education and experience.