

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: BUSINESS OPERATIONS MANAGEMENT Level D, Pay Grade 11

LEVEL DEFINITION	This level covers positions of a defined scope responsible for managing multiple units in a specialized campus-wide business operation.
TYPICAL RESPONSIBILITIES	May include: managing multiple units in a specialized campus-wide business operation; managing budgets and staff resources for all units; developing comprehensive policies, procedures and systems; managing inventory, facilities and security systems; and developing plans for major equipment purchases and renovations.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding specialized business operations across multiple business units.
SUPERVISION RECEIVED	Works with considerable latitude within a mandate. Work is reviewed in terms of achievement of broad goals.
SUPERVISION EXERCISED	Manages staff directly and indirectly through subordinate managers.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of six years of related experience, or the equivalent combination of education and experience.

Updated: January 1, 2024