

# M&P OCCUPATIONAL GUIDELINE

## **JOB FAMILY: BUSINESS OPERATIONS MANAGEMENT Level C, Pay Grade 8**

<b>LEVEL DEFINITION</b>	This level covers positions of a defined scope responsible for managing a specialized campus-wide business operation.
<b>TYPICAL RESPONSIBILITIES</b>	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.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Makes decisions regarding planning and budgeting for a specialized business operation.
<b>SUPERVISION RECEIVED</b>	Works with latitude within an overall business plan. Work is reviewed in terms of achievement of specific goals.
<b>SUPERVISION EXERCISED</b>	Manages staff directly and indirectly through subordinate managers.
<b>MINIMUM QUALIFICATIONS</b>	Undergraduate degree in a relevant discipline. Minimum of five years of related experience, or the equivalent combination of education and experience.