

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: BUSINESS OPERATIONS MANAGEMENT Level D, Pay Grade 9

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| <b>LEVEL DEFINITION</b>                         | This level covers positions of a defined scope responsible for managing multiple units in a specialized campus-wide business operation.   |
| <b>TYPICAL RESPONSIBILITIES</b>                 | 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. |
| <b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b> | Makes decisions regarding specialized business operations across multiple business units.   |
| <b>SUPERVISION RECEIVED</b>                     | Works with considerable latitude within a mandate. Work is reviewed in terms of achievement of broad 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 six years of related experience, or the equivalent combination of education and experience.   |

Updated: March 5, 2013