

M&P OCCUPATIONAL GUIDELINE

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

LEVEL DEFINITION	This level covers positions responsible for managing multiple core functions and systems in a complex business operation.
TYPICAL RESPONSIBILITIES	May include: managing multiple core functions and systems in a complex business operation; managing accounting, administrative, information technology, security and purchasing systems for the operation; developing strategies to improve business effectiveness; managing projects and complex purchase agreements; and developing policies and management controls in areas of responsibility.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding management of core functions and systems.
SUPERVISION RECEIVED	Works with wide latitude. Work is reviewed in terms of achievement of defined goals within a strategic plan.
SUPERVISION EXERCISED	Manages staff directly and indirectly through subordinate managers.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of seven years of related experience, or the equivalent combination of education and experience.

Updated: March 5, 2013