

STATE UNIVERSITY MANAGEMENT OFFICER

KIND OF WORK

Highly responsible fiscal administrative management work in a state university.

NATURE AND PURPOSE

An employee in this class is responsible for planning and directing all phases of the fiscal management and related administrative services of a state university. General policies and objectives are outlined by the University President or Vice-President, who in turn receive policy guidelines from the Chancellor. The employee carries broad responsibility for the effective operation of the administrative processes in the application of these policies, and in addition, may recommend changes in policy. Responsibility includes assisting in the development of plans for new programs and coordinating the implementation of fiscal procedures and in the administration of the budgets for a variety of academic programs and budgetary accounts such as dormitory, student union, student activities, and health services.

In planning and organizing a management service such as budgeting, this employee is concerned with the responsibility of operating non-appropriated accounts profitably, and with the overall processes of income estimation and collection as well as with the control and modification of expenditures. The employee works with deans and department heads to coordinate general administrative and fiscal matters, but does not become involved in the technical operations of the educational programs.

Direction is received from the University President or Administrative Vice-President, and review is accomplished through appraisal of results achieved.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Determines business management policies and procedures subject to approval of the President or Administrative Vice President to ensure sound management practices at the university.

Estimates income and expenditures, plans budgetary projects and assesses financial impact of anticipated programs and program changes to ensure that sound fiscal controls are maintained.

Maintains running projection of income and recommends changes in expenditures based upon income projections to ensure that self-supporting accounts are appropriately controlled.

Advises deans and department heads in the financial planning necessary for program development and planning, and on fiscal implications and budgetary processes so that these operations are maintained consistent with sound fiscal practices.

Directs the operations of management services which may include purchasing, personnel management, financial planning, and systems development so that sound management practices are maintained in these areas.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Extensive knowledge of modern principles and practices of administrative management.

Extensive knowledge of business administration including program budgeting, financial planning and management information systems.

Thorough knowledge of the functions, procedures, organizations, and governing laws and regulations of the State University System.

Considerable knowledge of the principles and practices of accounting.

#### Ability to:

Interpret statistical and fiscal data, project fiscal implications and to translate it into administrative policy projecting future budgetary and program planning.

Organize, integrate, and direct large and varied programs involving large numbers of employees.

Establish and maintain effective working relationships with faculty, students, the general public and with officials of other governmental agencies.

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Rev.: 10/77  
Officer  
Ckd.: 8/92

T.C.: 02/01/05  
Former Title(s):College Management