

Administrative Professional Position Description



Section 1: Employee and Position Information

Position description effective date: July 1, 2018 HRIS position number: G638223A

Employee name: Frank Ballarity

Position title: Deputy Director

Position is located in (city, state) La Grande, OR On EOU Campus: Yes No

Percent of time necessary and regular travel is required: <10% 10-20% 25-40% 45-55%
 60-75% >75%

Shift assigned to: Day Swing Graveyard Other: _____

Is position *frequently* subject to “call back” obligations? Yes No

Division name: Administration

Department/College name: Administration

Supervisor name: Katie Nuenthue

Supervisor’s title: Executive Director

FTE: 1.0 Annual employment basis (# of months per year): 12 mos.

Section 2: Summary of Position Purpose

Describe this position in context of its department/college mission and goals. (Text boxes will expand as needed.)

Purpose the position exists:

The deputy director has overall responsibility for the management and control of all aspects of Organization’s operations. Reporting to the executive director, the deputy director builds and maintains organizational infrastructure to enable effective work and is charged with day-to-day management of finance, facilities, information technology, human resources, and events and training functions. S/he participates in the development and enforcement of organizational policies and procedures to maintain the positive health of the organization.

Summarize the primary activities position is responsible for doing:

The deputy director actively manages all operations and partners closely with the executive director to chart future growth and strategic response to the demands for the organization’s services and acts as backup to the executive director when necessary. The deputy director serves as a thought partner to the executive director, thinking broadly and strategically about Organization’s work, and is also detail oriented and organized about the implementation and structures necessary to move vision to reality. S/he acts as a gap filler, coach, mentor, and bridge builder for the organization as a whole.

Summarize the primary outcomes position is responsible for accomplishing:

The deputy director accomplishes the established goals and objectives of the Organization Annual Plan including program outcomes, fiscal obligations, employee and organizational development, client satisfaction, new client acquisition, and existing and new program development. The deputy director assures the integrity of financial authority as approved by the board of directors to obligate and disburse funds, negotiate and sign off on leases, contracts and interagency agreements; such authority includes participation in finalizing organizational budgets, and ongoing financial monitoring as outlined in the organization’s financial procedures manual.

Section 3: Position Duties in Detail

Essential Duties are those that are core to position's value to the department/college and necessary to complete the position's work. Include any duty that comprises 5% or more of position's overall importance. Be clear and complete when describing Essential Duties. (Text boxes will expand as needed.)

Essential functions/roles:

1. Ensures that departmental planning and implementation occurs according to the goals and objectives approved by the board of directors and delegated by the executive director.
2. Works with executive director to pace and drive organization development, including analysis and implementation of priorities, partnerships, and infrastructure needs through the development of appropriate strategic approaches that align organizational, programmatic, and operational decisions.
3. Ensures the accuracy and timeliness of systems, procedures, and methods for all financial activities, including preparation, analysis, and presentation of financial statements and supervision of accounting functions.
4. Ensures the production of end-of-month financial reports, bank reconciliation, audit information, and other fiscal services, including ensuring accurate and efficient bookkeeping services, as deemed necessary to maintain impeccable fiscal management and records.
5. Monitors fiscal controls and procedures and briefs management and the board of directors on the fiscal status of the organization.
6. Coordinates annual budget preparation with a proposed agency budget ready for executive director review and board approval prior to the start of the next fiscal year and oversees the monitoring of actual spending against the approved budget, making sure a revised budget is submitted for board approval if necessary.
7. Manages Organization's technology infrastructure, ensuring that staff have consistent access to hardware, software, and files to effectively carry out the requirements of their jobs in an efficient and cost-effective manner.
8. Ensures that physical plant, equipment, and supplies are adequate, safe and functioning at all times.
9. Acts as a thought partner and ensures that the required human resources activities are effectively carried out through the human resources manager: hiring, compensation and benefits, performance management, workforce development, policies and procedures, and employee relations.
10. Manages administrative resources to support Organization funds and cost centers, ensuring responsive and consistent administrative support services from project coordinators; ensuring opportunity for project management training for all staff
11. Manages the process of capturing, distributing, and effectively using attained organizational knowledge through means such as databases, documents, policies, in-house expertise, and employee experience.
12. Ensures that Organization's training and educational opportunities are properly managed, including annual conference, fee for service, curricula, online course, online store, and training institutes. Serves as sponsor of annual conference team.

Essential decision-making responsibilities:

- The deputy director determines all Organization's vision, direction and delivery of client services, operations staffing, fiscal planning and expenditures, operations and fiscal reporting, facilities investment, technology, policies, procedures, and human resources.

Essential supervisory duties:

1. Serves as a member of the management team and acts with full authority in the absence or incapacitation of the executive director as delegated by the executive director and approved by the board of directors.
2. Supervises project/department staff by assisting with hiring; setting clear performance expectations; providing appropriate feedback, coaching, and training; preparing timely performance/introductory evaluations; and, if necessary, handling disciplinary actions.

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3. Provides supervisory responsibilities to the CPA consultant, director of events and training, human resources manager, operations manager, and operations coordinator.

Essential relationships – internal and external to the University:

- Fundamental effective working relationships are required with the executive director, board, direct reports, non-operations department heads, benefactors, community leaders, clients and key vendors.

Other Essential Duties:

Secondary Duties are required but are not critical to the position. A general listing of Secondary Duties, rather than descriptions, is acceptable. It is not necessary to be exhaustive. (Text boxes will expand as needed.)

Perform other duties and assignments as directed.
Participates in Organization activities and teams as required.

Section 4: Knowledge and Expertise

All required items must be based solely on the position’s Essential Duties.

Required (R) Preferred (P)	Formal Education:	List acceptable subject disciplines: <i>(Text boxes will expand as needed.)</i>
<input type="checkbox"/> R <input type="checkbox"/> P	Associate	
<input checked="" type="checkbox"/> R <input type="checkbox"/> P	Bachelor	Business administration, public administration, business management, or a related field required.
<input type="checkbox"/> R <input checked="" type="checkbox"/> P	Masters	Relevant Master’s degree preferred
<input type="checkbox"/> R <input type="checkbox"/> P	Ph.D./Terminal	
<input type="checkbox"/> R <input type="checkbox"/> P	Certifications/Licenses	

Required Years of Experience:	Clearly describe the knowledge and expertise that the required years of experience are expected to have produced. <i>(Text boxes will expand as needed.)</i>
Area: # Yrs. Required: 5	Demonstrate experience in directing, coordinating, and implementing comprehensive organizational operations, strategic planning, human resource management, events and training planning, and technology management (information management)
Area: # Yrs. Required: 5	Demonstrated experience working in a supporting or liaison role to boards of directors, advisory groups, public and government agencies, or experience in a role that worked directly with appointed officers and committee members.
Area: # Yrs. Required: 3	General supervisory experience
Area: # Yrs. Required:	

Section 5: Degree of Independence and Decision-Making Impact

1. Level of Direction Received from Supervisor: *(Select ONE level)*

<input type="checkbox"/>	Closely supervised or primarily follows established directions: uses <u>low levels</u> of independent decision making latitude, judgment and discretion to accomplish work.
<input type="checkbox"/>	Regularly supervised or frequently follows established directions: uses <u>moderate levels</u> of independent decision making latitude, judgment and discretion to accomplish work.
<input type="checkbox"/>	Infrequently supervised or receives guidance only as needed: uses <u>high levels</u> of independent decision making latitude, judgment and discretion to accomplish work.

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<input checked="" type="checkbox"/>	Minimally supervised or seldom receives guidance: uses <u>executive-levels</u> of independent decision making latitude, judgment and discretion to accomplish work.
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2. Level of Decision-Making Impact: *(Check ALL that apply)*

<input checked="" type="checkbox"/>	Decisions routinely impact work confined to position’s own responsibilities	
<input checked="" type="checkbox"/>	Decisions routinely impact work in immediate work group	<input checked="" type="checkbox"/> Significant <input type="checkbox"/> Moderate <input type="checkbox"/> Minor
<input checked="" type="checkbox"/>	Decisions routinely impact work throughout department/college	<input checked="" type="checkbox"/> Significant <input type="checkbox"/> Moderate <input type="checkbox"/> Minor
<input checked="" type="checkbox"/>	Decisions routinely impact work throughout division	<input checked="" type="checkbox"/> Significant <input type="checkbox"/> Moderate <input type="checkbox"/> Minor
<input checked="" type="checkbox"/>	Decisions routinely impact work across the University	<input checked="" type="checkbox"/> Significant <input type="checkbox"/> Moderate <input type="checkbox"/> Minor

Section 6: Supervisory Responsibilities

	# Direct Reports	Total # Responsible		# Direct Reports	Total # Responsible
AP Clerical/Coordinator		1	Faculty Adjunct – FT		
AP Supervisor	2	6	Faculty Adjunct – PT		
AP Manager	3	6	Faculty Other		
AP Executive Assistant	1	1	Classified Office		9
AP Professional	3	8	Classified Trade		3
AP Executive Director/ Director/ Dean			Classified IT		5
AP Executive Other	2	2	Classified Specialized		
Faculty Tenure/Track			Classified Other		
Faculty Fixed Term			Student Workers		

Section 7: Fiscal Authority:

Annual Operating Budget (\$)		3-Year Annual Average Capital Budget (\$)	
Recommendation Authority	Approval Authority	Recommendation Authority	Approval Authority
19 MM	19 MM	3.2 MM	3.2 MM

Section 8: Additional Position Demands

Describe any hazardous working conditions (e.g. working at heights, hazardous chemicals, weather, etc. Exclude travel.)

None

Describe other position attributes and characteristics that are important to note:

- Demonstrates ability to work in a cooperative manner and maintain positive relationships with Organization board of directors, management, staff, and partners from diverse backgrounds
- Demonstrated knowledge, experience, and ability to manage projects, using skills and tools to organize project work involving competing deadlines and to balance internal and external demands
- Demonstrated knowledge, skills, and experience to communicate through oral presentations in settings at the national, regional, and community level, as well as in tribal settings to different types of audiences in an effective and timely manner
- Excellent interpersonal, communication (including listening, writing, speaking), customer service, and time management skills essential
- Demonstrated knowledge, skills, and experience to actively cooperate in a team environment, both in leadership and peer relations, and motivate others to do the same

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- Demonstrated knowledge, and experience of applying federal, state, and local labor employment laws and regulations
 - Demonstrated knowledge, skills and ability to oversee financial functions and have knowledge of generally accepted accounting principles (GAAP)
 - Ability to provide sound fiscal management of departmental resources , including experience working with government grants and contracts
 - Demonstrates sound judgement, using analytical, consensus-building, and problem solving skills when collaborating and decision-making
 - Possesses strong proofreading and grammatical skills with attention to detail
 - Proficiency using and troubleshooting computer applications (MS Office Suite programs) is required
 - Proficiency using and troubleshooting office equipment (i.e., computers, copier, fax and scanning machines, projectors, postage meter) is required
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Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date

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HR USE ONLY:

Indicate Comparable Work Group

<input type="checkbox"/>		<input type="checkbox"/>	
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FLSA Classification and Compensation Information:

FLSA (Check ONE):

Exempt				Nonexempt
<input type="checkbox"/> Executive	<input type="checkbox"/> Manager/Director	<input type="checkbox"/> Professional	<input type="checkbox"/> Supervisor	SEIU confidential exception? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> IT Professional	<input type="checkbox"/> Exec. Admin	<input type="checkbox"/> Teacher/Coach	<input type="checkbox"/> Other	

AP Pay Matrix and Position Grade:

Matrix Name:		Position Grade:	
Compensation Range:	Minimum	Midpoint	Maximum