



PROCEDURES FOR COMPLETING THE POSITION DESCRIPTION QUESTIONNAIRE (PDQ)

Overview:

The Position Description Questionnaire (PDQ) provides information and gives a factual, precise, and clear delineation of information about the position. The PDQ is used to update job changes to a position or for providing job



***POSITION DESCRIPTION QUESTIONNAIRE
ADMINISTRATIVE EXEMPT***

1. POSITION IDENTIFICATION

POSITION #: _____ new _____

University Title: Business Operations Manager _____

Department: _____ **Account #:** _____

Division: _____

Location: _____

Position Is: **Regular** _____ **Temporary** **Full-Time** _____ **Part-Time** 1.0 **FTE**

Position Description Questionnaire is: **New** _____ **Revised**

Incumbent: _____ **Phone:** _____

Position Reports To: _____

Title: _____ **Phone:** _____

Prepared By: _____ **Date:** _____

Supervisor Approval: _____ **Date:** _____

Dean/Director Approval: _____ **Date:** _____

Vice President Approval: _____ **Date:** _____

President Approval: _____ **Date:** _____

(Required on new position)

FOR HUMAN RESOURCES USE ONLY

Reviewed By: _____ **Date:** _____

BAND: _____ **Executive** _____ **Senior Management** _____ **Department Director**

_____ **Professional/Technical** _____ **Academic/Administrative Specialist**



II. POSITION SUMMARY

(State the significance/general purpose of this position. Explain why this position exists.)

The Business Operations Manager is a key position in Administrative Service Center (ASC) model. The mission of the ASCs is to provide stakeholders will achieve this mission by utilizing technology, cultivating the skills of our staff and building strong relationships with campus stakeholders. ASCs will operate with the understanding that we live in a competitive environment and our goal is to ensure efficient and effective service.

ASCs

fragmentation in roles and emphasize specializations. In its basic form, the ASC team will consist of (1) a business operations manager, (2) a human resources specialist, (3) an accounting specialist, and (4) a communications specialist.

The Business Operations Manager will have primary responsibility for key business functions, including strategic budget management. Business Operations Managers within the academic colleges will also coordinate various types of academic support, including enrollment analyses, course scheduling, coordination of faculty and course evaluations, faculty workload and overloads, and curriculum support.

III. DUTIES AND RESPONSIBILITIES

(List in order of importance and explain the major duties and responsibilities of the position. Indicate the average percentage of time spent performing each separate job duty. The percentages should total 100%. Indicate if the duty is an essential function of the job.)

Budget Manager (40%)

- ◁ Understands the entire division or college budget and provides expertise regarding expenses.
- ◁ Creates budget by line item and analyzed in conjunction with the appropriate unit leadership and directors in relationship to expenditures.
- ◁ Completes analysis of future year s commitments from a budgetary perspective.
- ◁ Provide monthly reports to division/college leadership regarding budget status and balances.
- ◁ Prepares and submits budget revisions and corrections.
- ◁ Coordinate the preparation and administration of annual operating budgets, forecasts and multi-year projections for use within the division and as a component of university-wide financial reporting and modeling.
- ◁ Reviews availability of funding and approves budget revision requests, requisitions for faculty recruitment, faculty contracts, and new staff positions.
- ◁ Prepare and submit budget revisions and corrections.
- ◁ Fiscal year budget reconciliation with University accounting records.
- ◁ Track and monitor internal and external funding sources/budgets.
- ◁ Follow University policies and procedures with respect to all financial transactions.
- ◁ Conducts budget analysis and anticipates problems to develop processes for resolution.
- ◁ Investigate, monitor, advise and recommend solutions for budgetary problems and procedures; compile and present financial data to reporting units (as needed).
- ◁ Project expenses and financial feasibility for hiring plans and monitor accounts on a monthly basis. Assist with fiscal policy development within the division.

Evaluation Coordination (10%)

- ◁ Monitor all Performance Planning and Evaluation forms for staff in the division/college.
- ◁ Provide support for program evaluation, including formative and summative to meet accreditation standards and requirements. (EvalKit).





The positive impact that this position has is:

- < Accountability to the University regarding prudent use of institutional funds.
- < Improves division operations, decreases turnaround times, streamlines work processes and works cooperative and jointly to provide quality seamless service to faculty, staff and students.

2. *Negative Consequences:* (Describe the types of negative consequences for work in the area or for the University that might result from an error made by someone in this position who does not possess good job knowledge or use sound judgment.)

Poor decisions by the individual in this position could create an environment where faculty, staff and student needs are not being met in a timely manner, budgets could be overspent, inability to determine the costs associated with various services, etc. Higher paid staff would have to step in to remediate the situation.

3. *Guidance and Review:* (Describe the type of guidance and review given to this position by the supervisor and how often (e.g., daily, weekly, monthly) that guidance and review occurs –visor



negotiation, etc. Indicate size of budget for operating expenses, salaries (if applicable), and overall budget. Indicate the type and frequency of decisions regarding budget responsibility):

This position assists with the development of the annual budget in conjunction with division or college leadership, and this individual signature authority for all unit FOAPs.

VIII. DIRECTION EXERCISED

(Describe the formal responsibility for the supervision of other University staff employees, student workers, temporaries, and/or volunteers. If you do not supervise, please state this fact and go to next section):

1. *Other Administrators: (Identify how many, if any, you supervise directly and indirectly. Indicate titles, headcount, and FTE.)*

No direct reports

2. *Classified Staff: (Identify how many, if any, you supervise directly and indirectly. Indicate classification*



3. *Certification/Registration/Licensing:* (Identify any special certifications or licensing, if any, required to qualify for this position.)

4. *Ability:* (Describe other knowledge, skills, or abilities (e.g., computer skills, mechanical aptitude, research, etc.) required in order to perform the duties assigned.)

This position must have the ability to:

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