

Classification Description

University of Michigan

Issued: 09/01/01

Classification Code

145741

Supersedes: New

FLSA EE

TITLE: DIRECTOR MEDICAL SCHOOL OPERATIONS

GRADE: MS5

BASIC FUNCTION AND RESPONSIBILITY

To plan, direct and facilitate the administrative and operational activities of a Medical School support function, and provide a variety of resources and services for faculty and staff in the Dean's offices and the Medical School at-large.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Direct the planning and provision of services for support functions, such as finance, human resources, facilities management, and information systems, in the School.

Direct activities for an operational area of the Medical School Dean's Office.

Provide leadership in the development and provision of policies, programs, procedures, decisions, services, systems and strategies that address faculty and staff needs, and achieve institutional goals.

Ensure the implementation of University and School policies, programs and systems.

Review and evaluate the quality of services, daily operations and support systems.

Implement changes that improve and maintain operational effectiveness and staff satisfaction.

Represent the Medical School to operating leaders within the School, with outside agencies and on University committees.

Hire, train, evaluate, coach, and counsel assigned staff.

Prepare budget recommendations, and monitor and control unit expenditures.

Develop a work environment where employees' capabilities are nurtured and maximized.

Develop and sustain a work environment that promotes and encourages collaboration, innovation and creativity.

Develop and maintain open communications with faculty and staff, and facilitate the change process within the School.

Provide recommendations and advice to Medical School leadership regarding the development, revision, and/or implementation of policies, procedures and programs in the School.

Serve as a liaison for University offices to ensure the efficient implementation and administration of University policies and procedures.

Develop training programs, policies and procedures for faculty and staff.

Develop an environment that values diversity and sustains multiculturalism.

Assure compliance with affirmative action and safety requirements.

SUPERVISION RECEIVED

General supervision is received from the Executive Director, Administration and Chief Financial Officer.

SUPERVISION EXERCISED

Functional and administrative supervision is exercised over professional and support staff.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

QUALIFICATIONS

Bachelor's degree or an equivalent combination of education and experience is necessary;
Master's degree is desired.

Considerable progressively responsible experience in an appropriate professional specialty is necessary.

Considerable knowledge of University of Michigan policies, procedures and regulations,
Affirmative Action and safety programs, and State and Federal laws and regulations is necessary.

Considerable responsible supervisory or leadership experience is necessary.