

	Prior 7/1/2004	After 7/1/2004
Class Code:	Varies	9499
Title:	N/A	Director
Pay Grade:	N/A	N/A
Pay Band:	N/A	Administrative/Managerial
FLSA:	N/A	Exempt

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: Director

Job Summary:

This is work directing all programs and activities related to a specific department, institute, or center to plan, develop, and implement growth plans, leadership, policy development, operating budget, interpretation of operating procedures. Responsible to a Dean, Assistant or Associate Vice-President, Vice-President or an appropriate Administrator.

Example description of duties (not all inclusive):

Directs a major department or multiple departments to insure that established goals and objectives are communicated and attained.

Develops strategies, designs policies, and deploys resources to achieve objectives.

Makes decisions that affect more than one school/college or department and sometimes the entire university.

Applies highly developed creative problem solving skills and uses high-level persuasion and negotiation skills.

Administers and plans budgets and controls expenditures.

Plans, develops, and implements programs of assigned functions.

Represents UWF and/or Board of Trustees at meetings and on committees.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

Minimum Qualification Requirements:

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.