

	Prior 7/1/2004	After 7/1/2004
Class Code:	9255	9255
Title:	Executive Director	Executive Director
Pay Grade:	N/A	N/A
Pay Band:	N/A	Administrative/Managerial
FLSA:	Exempt	Exempt

**UNIVERSITY OF WEST FLORIDA
POSITION SPECIFICATION**

Title: Executive Director

Job Summary:

This is work serving in conjunction and/or partnership with UWF. Reports to a Board of Directors of an institute or approved program which may be defined by Florida Statute or specific appropriation.

Example description of duties (not all inclusive):

Implements policies and procedures approved by the Board of Directors and administers the business operations of the institute/program.

Establishes goals and objectives for the institute/program and insures that such goals and objectives are met, in conjunction with the Board of Directors.

Serves as liaison with a variety of federal, state, and private research agencies, educational institutions, professional organizations, and other groups and individuals to keep abreast of current developments and to ensure compliance with relevant laws and regulations.

Represents the Board of Directors on appropriate committees/councils.

Performs related duties, as required or deemed appropriate, for the accomplishment of the responsibilities and functions.

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

Minimum Qualification Requirements:

Doctoral degree in an appropriate area of specialization and one year of directly related professional experience; or a master's degree in an appropriate area of specialization and four years of directly related professional experience; or a bachelor's degree in an appropriate area of specialization and six years of directly related professional experience.