

**USF Job Class Description**

JOB CODE: 9513

JOB TITLE: Assistant Director

JOB FUNCTION: Accounting, Finance,
& Budgets

PAY PLAN: 21

CAREER BAND: F

FLSA: Exempt

Effective Date: 06/12/2019

Job Title: Assistant Director**Leadership and Influence**

Plans and leads work of managers, multiple professional and/or staff members in a college, department, or major functional area. Provides training, direction and instruction and conducts performance evaluations. May provide recommendations on pay decisions, as well as recruitment and development opportunities.

Complexity of Work

Resolves issues that are varied and complex, but generally have some precedent. Solutions may require investigation and analysis of multiple alternatives, requiring significant innovation and creativity. Contributes to the planning and development of programs, projects, or systems impacting the department, college or division.

Communication

Communicates direction from leadership and articulates impact on staff work objectives. Requires ability to influence others outside of own job area on policies, practices and procedures. Uses information exchange, influence, and active persuasion to gain cooperation of others to support college, division or department objectives.

Operational Latitude and Impact

Accountable for planning and directing all aspects of the operations of a program or functional area. Decisions have direct impact on operations of a program or functional area, and often have indirect impact on related areas. May contribute to budget process for own area. Delegated authority/responsibility to formulate, approve and implement policies within departmental responsibilities. Authority to grant exceptions. Consults with supervisor on major policy changes affecting other departments.

Knowledge

Requires practical knowledge and expertise of concepts, principles, and practices of a single professional discipline or a broad understanding of multiple related disciplines and general management.

Minimum Qualification Requirements

This position requires a Bachelor's degree from a regionally accredited institution with a minimum of four years related exempt experience, including two years of supervisory experience.

Approvals Required

The appropriate Associate Vice President or Dean and the head of the Classification and Compensation section in Human Resources.