



UNIVERSITY OF  
SOUTH FLORIDA

**USF Job Class Description**

JOB CODE: 9636  
JOB TITLE: Assistant Director  
JOB FUNCTION: Communications &  
Marketing  
PAY PLAN: 21  
CAREER BAND: F  
Revised: 03/19/2019

**Job Title:** Assistant Director

**Reporting Relationship**

Usually reports to Director, Associate Dean or higher level position. In very large departments may report to an Associate Director.

**Budget Authority**

Limited signature authority for purchases or payroll for a program, function or subdivision of a larger department.

**Scope of Leadership**

Must be the manager of a program, function or subdivision of a larger department, responsible for policy, execution and results.

**Impact**

Decisions and quality of execution have significant impact within the function or program and influence service delivery on a department and division basis.

**Policy & Procedure Authority**

Delegated authority/responsibility to recommend and implement policies within area of responsibility. Limited authority to grant exceptions within established parameters. Consults with Director on major policy changes affecting other departments.

**Management Breadth**

The primary duty is management of staff and execution of professional job duties. Requires a minimum of one direct report. If less than two reports, must meet administrative or professional FLSA exemption criteria.

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|---------------------------------|---|
| • Subordinate Managers:         | Not required  |
| • Professionals:                | Typical for this position   |
| • Administrative Support Staff: | Typical for this position   |
| • Operatives & Clerks           | In operating departments, will generally Report through subordinate supervisors |

**Minimum Qualification Requirements**

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

**Exceptions**

The Assistant Director title may be used when a key individual contributor leads a function, program or subdivision with significant impact on external relations.

**Approvals Required**

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