

## Managerial Position Level Matrix

POSITION TITLE	SCOPE	OVERALL RESPONSIBILITIES			
		PROCEDURES	PLANNING	BUDGET	SUPERVISION
<b>Assistant Director</b>	Assists the Director of a department with daily duties and assumes responsibility in his/her absence.	Not usually expected to be involved in policy and procedures development.	Involved in departmental planning process.	Involved in departmental budget monitoring and planning under direction of the director.	Supervisory responsibilities.
<b>Associate Director</b>	Assists the Director of a department with daily duties and assumes responsibility in his/her absence.	May provide input on policy and procedures but not responsible for development.	Responsible for portion of departmental planning process.	Involved in departmental budget monitoring and planning under general direction of the director.	Supervises supervisors.
<b>Manager</b>	Responsible for the management of a program or function that is relatively small in scope but requires program management responsibilities including, but not limited to policy formation, implementation, oversight, tactical planning and evaluation.	Recommend implementation of policies and procedures pertaining to the program or function for which the position is responsible. Identifies the need for development or modification.	Responsible for strategic planning at the program or function level.	May manage a budget for the program or function the position is responsible for.	May supervise assigned staff.
<b>Director</b>	Responsible for management of several distinct programs or one department, providing policy formation, implementation, oversight, and tactical planning.	Identifies needs for policy and procedures development. Is responsible for identifying possible changes and pursuing their implementation. Accountable for adherence to existing policy.	Responsible for planning and recommending components of strategic planning within assigned areas of responsibility. May assist in helping the division predict future needs, challenges, and opportunities.	Responsible for monitoring and planning the budgets of multiple programs or the department.	Supervises significant numbers of classified staff and/or significant numbers of faculty.
<b>Executive Director</b>	Responsible for management of several departments or one major functional area, providing oversight over policy formation, execution, and tactical planning.	Accountable for policies and procedures and for revisions according to regulatory changes.	Is responsible for the coordination of tactical plans and for the formation of the major components of the strategic planning. Must be able to foresee future needs, challenges, and opportunities.	Responsible for overseeing budgets of assigned departments as well as manage the own budget.	Supervises personnel who, themselves, have significant administrative responsibilities.