

**HOWARD UNIVERSITY**  
**Position Description**

**POSITION TITLE:** Manager I **SALARY GRADE:** HU-12  
**DATE REVISED:** December 1, 2014 **EEO CODE:** 05  
**JOB CODE:** 2112 **FLSA STATUS:** Exempt  
**BARGAINING UNIT:** N/A

<b>DEPARTMENT:</b>	<b>POSITION NO:</b>
<b>REPORTS TO:</b>	<b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes

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**BASIC FUNCTION:** The purpose of this position is to plan, manage, or coordinate the operations of assigned department. This position is also responsible for formulating policies, managing daily operations, and planning the use of materials and human resources. This position generally reports to a department director, assistant/associate director, assistant/associate dean or other senior administrator.

**SUPERVISORY ACCOUNTABILITY:** Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.

**NATURE AND SCOPE:** Internal contacts generally include administrators, faculty, students and staff. External contacts generally include vendors, consultants, visitors and the general public.

**PRINCIPAL ACCOUNTABILITIES:**

- Manage and coordinate activities of department concerned with the production, pricing, sales, or distribution of products.
- Assist in the review of financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
- Manage staff, preparing work schedules and assigning specific duties.
- Ensure that goals and objectives specified for the department are accomplished in accordance within priorities, time and funding limitations, or other specifications.
- Coordinate department activities through delegation of assignments to staff.
- Recommend additional equipment and resources for the department.
- Develop and schedule a department work plan in accordance with specifications, objectives and funding limitations.

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Assist with management and coordination of the department's financial and budget activities to fund operations, maximize investments, and increase efficiency.

Perform other job-related duties as assigned.

**CORE COMPETENCIES:** Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Advanced knowledge of office and administrative practices and principles.

Skill in operation of computers, related software applications (MS Word, Excel, PowerPoint and Access). Knowledge of standard office equipment.

Knowledge and skill in accounting and budgeting techniques and principles.

Ability to communicate effectively orally and in writing with a diverse population. Must be detailed oriented and organized.

Ability to exercise discretion and ensure a high-level of confidentiality.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, residents, students and the general public.

**MINIMUM REQUIREMENTS:** Bachelor's degree in business administration or related field and 3-6 years of experience. 11 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department Manager/Supervisor

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**CERTIFIED BY:** \_\_\_\_\_  
Department of Compensation and Performance Management

**DATE:** \_\_\_\_\_