

# Florida Atlantic University

## Position

The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

### Employee Details

Employee First Name	Dorothy
Employee Last Name	Russell
Employee Id Number	Z00025119

### Position Title

Classification Title:	Associate Vice President, Administrative Affairs
Class Code:	9318
Employee Class:	0D
Salary Table:	C0

Pay Grade:

Pay Range:

for SP positions, do not type new information or adjust the salary information appearing in this field. For AMP, please enter ranges.

Proposed Salary:

Required for reclass only

Flsa Status:	Y
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EEO Skill Code:	10
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EEO Function Code:	1A
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Bargaining Unit:

Official Minimum Qualifications:	Master's degree in an appropriate area of specialization and seven years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and nine years of appropriate experience.
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### Position Details

Working Title:	Associate Vice President for Financial Affairs and University Budget Director
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Has this position been established

previously through Class & Comp?  
If yes, provide position number below.

Position Number:

**On establishments (including clones) do not fill in unless you know the new position number.** 991935

Position Type: AMP

College/Department: University Budget Office

Index No. (Financial Org): F10500 - 66%

Indicate % if multiple indexes. F00002 - 34%

Grant Funded? No

If yes, indicate expiration date of funding:

Is this position funded for a specific period of time? No

If yes, specify dates:

Pay Range:

**For SP positions, do not type new information or adjust the salary information appearing in this field. For AMP, please enter ranges.** 49,860-137,400

Proposed Salary:

**Required For Reclass Only**

Effective Date:MM/DD/YYYY -or- MM-DD-YYYY

**Date can not be earlier than highest department/college approval** September 14, 2009

Campus: Boca Raton

Supervisor Position Number: 990470

Education/Training/Experience:

In order of importance, state any specific education, training, experience and knowledge, skills and abilities required for this position. These requirements must be related to the essential functions and at least equal to the official minimum qualifications listed above.

Master's degree and seven (7) years of directly related experience, or a Bachelor's degree and nine (9) years of directly related experience is required, preferably in public administration or business administration, from an accredited four-year college or university. Master's degree in finance, public administration, public management, business administration or business management is preferred. Ten years of progressively responsible professional experience in budgeting, accounting or management analysis, preferably in a university setting, including supervision of support staff.

Please list an other required licenses, certifications, or specific requirements of law for this position:

List organizational units under position's direct supervision and titles and position numbers of positions directly supervised:

Assistant Vice President/University Controller #991938, Interim Assistant Vice President for Business Services \$981450, Purchasing Director #991893, dotted line with Sr. VP of AFTSS Director #992633, Associate Budget Director #991966, Coordinator of Budget (2): #990444 & #991245, and Budget Manager #991811.

Type and extent of instructions or directions normally given to the incumbent of this position by the immediate supervisor:

Supervision by the Sr. Vice President for Financial Affairs is broad in nature and includes regular meetings to discuss policy, procedures, work assignments and applicable progress reports.

This position requires a police background check:

Yes

This position is responsible for meeting the Requirements of Section 215.422, Florida Statutes, as amended, regarding the approval and/or processing of vendors' invoices and/or distribution of warrants to vendors:

Yes

This position requires a valid Florida driver's license:

Yes

This position requires licensure, certification, or other special requirement:

No

This position requires fingerprinting:

No

This position requires a childcare provider security check as required under Sections 402.305 & 402.3055. Florida Statutes:

No

This position requires a post-offer employment physical:

No

Work days and hours:  
(Include any exceptions)

Monday through Friday - 8am to 5pm - may require additional hours

FTE:

1.0

Department Comments:

Additional duties on interim basis through successful appointment of a permanent Sr. VP for Financial Affairs.

## Physical Demands Form

### Characteristics of the Position

None: The incumbent is not substantially exposed to adverse environment conditions: job likely consists of typical office or Yes

administrative work:

The incumbent is subject to inside environmental conditions: protection from weather but not necessarily from temperature changes (i.e. covered loading dock):

Yes

The incumbent is subject to outside environmental conditions: no effective protection from weather:

No

The incumbent is subject to extreme cold: temperatures below 32 degrees for period of more than one hour:

No

The incumbent is subject to extreme heat: temperatures above 100 degrees for periods of more than one hour:

No

The incumbent is subject to noise: there is sufficient noise to cause the incumbent to shout in order to be heard above the surrounding noise level:

No

The incumbent is subject to vibration: exposure to oscillating movements of the extremities or whole body:

No

The incumbent is subject to hazards: includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals:

No

The incumbent is subject to atmospheric conditions: one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dust, mists, gases, or poor ventilation:

No

The incumbent is required to wear special equipment as protection for elements at the job:

No

## Essential Physical Activities

Extended periods of time at a keyboard or workstation:	Yes
Stooping:	No
Hearing:	Yes
Talking:	Yes
Depth Perception:	No
Crouching:	No
Near Vision:	No
Climbing:	No
Color Perception:	No
Walking:	No
Far Vision:	No
Balancing:	No
Repetitive Motion:	Yes
Grasping:	No
Reaching:	No
Crawling:	No
Kneeling:	No
Standing:	No
Twisting:	No

## Other Physical Activities

Lifting:	10 lbs. or less
Pulling:	10 lbs. or less
Pushing:	10 lbs. or less

## Position Scope

Essential Function Statement: Assists the Sr. Vice President for Financial Affairs in the general business, financial and administrative operations of the University. Is responsible for providing leadership and oversight for all aspects of financial management including resource allocation and budgetary planning and development in support of FAU's Strategic Plan.

Several sentences describing overall scope of position.

Marginal Functions of the Job: Acts as liaison with Human Resources, University Police and all other self-operated auxiliary operations assigned

position but could be reassigned as a reasonable accommodation if necessary)

to the Sr. Vice President for Financial Affairs. Responsible for additional activities as assigned by the Sr. Vice President.

Level of involvement expected with regard to policy making and/or interpretation:

Develop and implement policy and policy changes in regard to the areas of direct responsibility. Recommend policy and policy changes in the areas of strategic financial planning, financial budgeting and analysis, and financial management and reporting. Interpret federal rules and laws, state statutes and other agencies policies and procedures as applicable to the area of Financial Affairs.

Involvement in the development of new and existing programs within the University:

Develop and direct University-wide activities and programs under the areas of direct responsibility. Serve as the Chair of the Auxiliary Fees & Charge Back Committee. Oversee all University cost studies and expenditure analysis, direct strategic long-range budgeting on behalf of the Sr. Vice President and the Board of Trustees.

Statement of internal and external business contact, include frequency and scope:

Interacts daily with the President, University Vice Presidents, Deans, Directors, Department Chairs, College and area budget managers, and student leaders. Regular contact with the external vendors and various agencies.

Monetary Responsibility (amount and consequence of error, if any, and level of accountability):

Responsible for the budgets under his/her control and oversight of university-wide budgets and reporting. Has the authority for processing university invoices and distribution of university warrants pursuant to Section 215.422, F.S. and university policy and procedures.

Statement of Responsibility for Confidential Data:

The Associate Vice President for Financial Affairs and University Budget Director has access to information, confidential data, personnel data, and police reports.

Pay Grade:

06

Decision Making:  
*Please click button which best describes the level of decision making and independent judgment required of this position.*

Essential duties are highly complex; develops strategies, policies and practices.  
Applies highly developed creative and problem solving skills.  
Has authority to waive or deviate from established policies and procedures without prior approval.  
Exercises considerable authority and independent judgment and has substantial latitude for independent action.

## Job Duties

No Records Found

# Florida Atlantic University

## Position

The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

### Employee Details

Employee First Name	Craig
Employee Last Name	Angelos
Employee Id Number	Z00012609

### Position Title

Classification Title:	Director, Intercollegiate Athletics
Class Code:	9470
Employee Class:	0D
Salary Table:	C0

Pay Grade:

Pay Range:

for SP positions, do not type new information or adjust the salary information appearing in this field. For AMP, please enter ranges.

Proposed Salary:

Required for reclass only

Flsa Status:	Y
EEO Skill Code:	10
EEO Function Code:	1D

Bargaining Unit:

Official Minimum Qualifications:	Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.
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### Position Details

Working Title:	Athletic Director
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Has this position been established previously through Class & Comp?

If yes, provide position number below.

Position Number:

**On establishments (including clones) do not fill in unless you know the new position number.** 990048

Position Type: AMP

College/Department: Athletics

Index No. (Financial Org): S00704 AD  
Indicate % if multiple indexes.

Grant Funded? No

If yes, indicate expiration date of funding:

Is this position funded for a specific period of time? No

If yes, specify dates:

Pay Range:

**For SP positions, do not type new information or adjust the salary information appearing in this field. For AMP, please enter ranges.** \$58,680 - OPEN

Proposed Salary:

**Required For Reclass Only**

Effective Date:MM/DD/YYYY -or- MM-DD-YYYY

**Date can not be earlier than highest department/college approval**

Campus: Boca Raton

Supervisor Position Number: 990247 [University President]

Education/Training/Experience:

In order of importance, state any specific education, training, experience and knowledge, skills and abilities required for this position. These requirements must be related to the essential functions and at least equal to the official minimum qualifications listed above.

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience. Individual needs exceptional interpersonal, analytical, and communication skills (written and oral); ability to manage multiple relationships and priorities.

Please list an other required licenses, certifications, or specific requirements of law for this position:

992748, Assoc. Dir., Intercollegiate Athletics,  
990518, Assoc. Dir., Intercollegiate Athletics,  
992661, Assoc. Dir., Intercollegiate Athletics,  
990124 Dir., Advancement/Alumni Affairs  
Athletics title: Assoc. Dir. for External Affairs,



List organizational units under position's direct supervision and titles and position numbers of positions directly supervised: 990428, Head Athletic Coach, Baseball, 981435, Head Athletic Coach, Basketball, 990604, Head Athletic Coach, Basketball, Women, 991902, Head Athletic Coach, Football, 991073, Head Athletic Coach, Softball& Golf, Women,

Type and extent of instructions or directions normally given to the incumbent of this position by the immediate supervisor: Individual reports directly to the University President. Direction is given in both written and verbal form.

This position requires a police background check: Yes

This position is responsible for meeting the Requirements of Section 215.422, Florida Statutes, as amended, regarding the approval and/or processing of vendors' invoices and/or distribution of warrants to vendors: Yes

This position requires a valid Florida driver's license: Yes

This position requires licensure, certification, or other special requirement: No

This position requires fingerprinting: No

This position requires a childcare provider security check as required under Sections 402.305 & 402.3055. Florida Statutes: No

This position requires a post-offer employment physical: No

Work days and hours: (Include any exceptions) Regular 40 hour week, 8-5. As the Director of Intercollegiate Athletics, and having the direct leadership responsibility of our student athletes, the Director is basically on call 24-7. It requires numerous evenings and weekends whether it's attending conferences, meetings, or attending intercollegiate competition events.

FTE: 1.0

Department Comments:

### Physical Demands Form

#### Characteristics of the Position

None: The incumbent is not substantially exposed to adverse environment

conditions: job likely consists of typical office or administrative work:	Yes
The incumbent is subject to inside environmental conditions: protection from weather but not necessarily from temperature changes (i.e. covered loading dock):	Yes
The incumbent is subject to outside environmental conditions: no effective protection from weather:	Yes
The incumbent is subject to extreme cold: temperatures below 32 degrees for period of more than one hour:	No
The incumbent is subject to extreme heat: temperatures above 100 degrees for periods of more than one hour:	No
The incumbent is subject to noise: there is sufficient noise to cause the incumbent to shout in order to be heard above the surrounding noise level:	Yes
The incumbent is subject to vibration: exposure to oscillating movements of the extremities or whole body:	No
The incumbent is subject to hazards: includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals:	No
The incumbent is subject to atmospheric conditions: one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dust, mists, gases, or poor ventilation:	No
The incumbent is required to wear special equipment as	

protection for elements at the job: No

**Essential Physical Activities**

Extended periods of time at a keyboard or workstation: Yes

Stooping: Yes

Hearing: Yes

Talking: Yes

Depth Perception: Yes

Crouching: Yes

Near Vision: Yes

Climbing: Yes

Color Perception: Yes

Walking: Yes

Far Vision: Yes

Balancing: Yes

Repetitive Motion: Yes

Grasping: Yes

Reaching: Yes

Crawling: No

Kneeling: Yes

Standing: Yes

Twisting: Yes

**Other Physical Activities**

Lifting: 21-50 lbs.

Pulling: 21-50 lbs.

Pushing: 21-50 lbs.

**Position Scope**

Essential Function Statement: The Director of Intercollegiate Athletics at Florida Atlantic University is responsible to the President for developing and overseeing the Intercollegiate Athletic Program. The Director is responsible for establishing sound management practices and for implementing and interpreting policies to achieve these ends. The Director

Several sentences describing overall scope of position.

will ensure compliance with all NCAA and any affiliated conference regulations, and is charged with the responsibility that all members of the Athletic Department staff have full knowledge and abide by the same rules and regulations. The Director is responsible for the scheduling of all conference and non-conference contests for all intercollegiate sports.

Marginal Functions of the Job:  
(Duties that are required of the position but could be reassigned as a reasonable accommodation if necessary)

none

Level of involvement expected with regard to policy making and/or interpretation:

The Director shall be knowledgeable and have the ability to implement and follow policies and regulations of the University and all regulatory bodies. The Director shall develop and recommend to the University President an annual operating budget under established University procedure. The Director shall administer and operate within that budget approved by the Chief Financial Officer. The Director shall recommend students for all athletic scholarships with the appropriate terms and conditions and insure student athlete's eligibility to continue on scholarship. Understands and follows the rules and regulations of the NCAA, Conference and University Policies & Procedures.

Involvement in the development of new and existing programs within the University:

The Director is responsible for the overall direction and supervision of existing programs and the development of all new programs. The Director shall advise the President and University Athletics Advisory Board on a regular basis of the fiscal operations and activities of the area. The Director shall provide general direction and participants in fund raising activities for intercollegiate athletics.

Statement of internal and external business contact, include frequency and scope:

The Director of Intercollegiate Athletics has regular contact with students, faculty, staff, alumni and the University community at large. Outside contact includes sports groups, counterparts from other universities and conference affiliations. The Director will also have regular contact with the FAU Foundation to assist in the coordination of alumni programs and developing Booster Clubs and assist the Vice President for University Advancement in determining effective strategies for the development of outside sources of income.

Monetary Responsibility (amount and consequence of error, if any, and level of accountability):

The Director is responsible for the formation and submittal of the Athletic Department budgets and monitoring of expenditures to assure that the Division stays within the approved annual operating budget.

The Director of Intercollegiate Athletics has access to information relating to NCAA compliance, academic eligibility. Financial information in which untimely disclosure could cause damage to the Athletic Department

Statement of Responsibility  
for Confidential Data:

and/or the University. And as a statement for the entire Department of Intercollegiate Athletics staff, the individual must maintain confidentiality of student-athletes data, including admissions, financial aid, registration and academic performance data as required: NCAA, Conference and University. All data is treated as confidential in accordance with Federal, State, and University laws and regulations. Individual must maintain confidentiality of student-athlete's academic records, social problems and personal life, which cannot be released without the permission of the student-athlete. Comply with institutional system-wide, NCAA, and Conference policies and procedures.

Pay Grade:

7

Decision Making:

*Please click button which best describes the level of decision making and independent judgment required of this position.*

Essential duties are highly complex; develops strategies, policies and practices.

Applies highly developed creative and problem solving skills.

Has authority to waive or deviate from established policies and procedures without prior approval.

Exercises considerable authority and independent judgment and has substantial latitude for independent action.

**Job Duties**

No Records Found

# View Establish a New Position Summary

## Position Details (Step 2)

Classification Title:	General Counsel
Class Code:	9274
Working Title:	
Has this position been established previously through Class & Comp? If yes, provide position number below.	Yes
Position Number: <b>On establishments (including clones) do not fill in unless you know the new position number.</b>	990670
If existing incumbent, please give incumbent's first name:	David
If existing incumbent, please give incumbent's last name:	Kian
Employee Class:	OT
Position Type:	AMP
College/Department:	Strategic Relations and General Counsel
Index No. (Financial Org): Indicate % if multiple indexes.	P00800
Grant Funded?	No
If yes, indicate expiration date of funding:	
Is this position funded for a specific period of time?	No
If yes, specify dates:	
Salary Table:	B0
Pay Range: <b>for SP positions, do not type new information or adjust the salary information appearing in this field. For AMP, please enter ranges.</b>	\$58,680 - OPEN
Proposed Salary: <b>Required for reclass only</b>	
Campus:	Boca Raton
Supervisor Position Number:	990247

Flsa Status: Y  
EEO Skill Code: 10  
EEO Function Code: 1A  
Bargaining Unit:

Official Minimum Qualifications: Law degree (L.L.B. or J.D.) and fours years experience as an attorney. Must be a member of the Florida Bar or become a member within twelve months of employment.

Education/Training/Experience. In order of importance, state any specific education, training, experience and knowledge, skills and abilities required for this position. These requirements must be related to the essential functions and at least equal to the official minimum qualifications listed above.

(1) A law degree from a regionally accredited institution with a license to practice law in the State of Florida; (2) A distinguished record of legal activities in a wide variety of areas with a minimum of five years of direct legal experience; (3) Successful management and administrative experience, preferably in a higher education organizational setting with a proven ability to work cooperatively and collegially; (4) Demonstrated capacity for sound legal analysis and reasoning, problem solving, and legal research skills; (5) Superior oral and written communication skills; (6) Ability to develop creative solutions to complicated and delicate problems.

Please list an other required licenses, certifications, or specific requirements of law for this position:

List organizational units under position's direct supervision and titles and position numbers of positions directly supervised:

Type and extent of instructions or directions normally given to the incumbent of this position by the immediate supervisor:

This position requires a police background check: No

Does this position have financial responsibilities such as handling money, authorizing credit card transactions or processing financial actions?

Does this position have direct contact with children, students K-20 or student living areas?

Does this position require driving a University vehicle in order to perform job functions or conduct University business on a regular basis?

This position is responsible for meeting

the Requirements of Section 215.422, Florida Statutes, as amended, regarding the approval and/or processing of vendors' invoices and/or distribution of warrants to vendors:	No
This position requires a valid Florida driver's license:	Yes
This position requires licensure, certification, or other special requirement:	Yes
This position requires fingerprinting:	No
This position requires a childcare provider security check as required under Sections 402.305 & 402.3055. Florida Statutes:	No
This position requires a post-offer employment physical:	No
Work days and hours: (Include any exceptions)	8-5pm
FTE:	1.0
Department Comments:	
Action Number: (Will be assigned upon first saving position)	002299

### Physical Demands Form (Step 3)

#### Characteristics of the Position

None: The incumbent is not substantially exposed to adverse environment conditions: job likely consists of typical office or administrative work: No

The incumbent is subject to inside environmental conditions: protection from weather but not necessarily from temperature changes (i.e. covered loading dock): No

The incumbent is subject to outside environmental conditions: no effective protection from weather: No

The incumbent is subject to extreme cold: temperatures below 32 degrees for period No



of more than one hour:

The incumbent is subject to extreme heat: temperatures above 100 degrees for periods of more than one hour: No

The incumbent is subject to noise: there is sufficient noise to cause the incumbent to shout in order to be heard above the surrounding noise level: No

The incumbent is subject to vibration: exposure to oscillating movements of the extremities or whole body: No

The incumbent is subject to hazards: includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals: No

The incumbent is subject to atmospheric conditions: one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dust, mists, gases, or poor ventilation: No

The incumbent is required to wear special equipment as protection for elements at the job: No

**Essential Physical Activities**

Extended periods of time at a keyboard or workstation: No

Stooping: No

Hearing: No

Talking: No

Depth Perception: No

Crouching: No

Near Vision: No

Climbing:	No
Color Perception:	No
Walking:	No
Far Vision:	No
Balancing:	No
Repetitive Motion:	No
Grasping:	No
Reaching:	No
Crawling:	No
Kneeling:	No
Standing:	No
Twisting:	No

**Other Physical Activities**

Lifting:	10 lbs. or less
Pulling:	10 lbs. or less
Pushing:	10 lbs. or less

**AMP Only Proposed Position Scope (Step 4A)**

To serve as legal counselor to the President. Advises the Vice Presidents and various deans and directors with regard to legal matters.

Functions -

Reviewing of contracts, correspondence, complaints, policies, etc. for legal significance.

Preparing of legal documents such as easements, leases waiver forms, purchase agreements, etc.

Meeting with various groups of administrators and managers, usually for the purpose of reviewing department-wide issues.

Representing and defending the University in any and all adversary proceedings before courts or other hearing bodies.

Delegation and supervision of these functions to an Associate University Attorney.

This position requires the incumbent to carry a cellphone and/or Blackberry.

Essential Function Statement:

Several sentences describing overall scope of position.

Marginal Functions of the Job:  
(Duties that are required of the position but could be reassigned as a reasonable accommodation if necessary)

Serving as liaison with the SUS and/or its several attorneys with regard to system-wide legal issues and cases.

Advising the President regarding anti-discrimination provisions and affirmative action requirements of federal law. Defending University actions in these areas when required.

Conferring with such students, faculty or staff regarding specific legal questions as may be requested by the President, Vice Presidents, deans or directors.

Serving as legal counsel and attorney to the FAUF, FAU Alumni Association and FAU Development Office.

Coordinating and drafting revisions to the University's rules under the Florida Administrative Procedures Act, Chapter 6C of the Florida Administrative Code.

Approving procurement, maintenance, student entertainment, construction, insurance and surety contracts as required by BOR rule or by law.

Investigating and coordinating all liability insurance claims arising on campus, with the State Department of Insurance, Division of Risk Management.

Reviewing and advising appropriate University officers of new laws or the development of legal issues which indicate a potential impact on the University.

Recommending the development of corrective or protective University policy when legally appropriate.

Teaching as a resource person in law-related courses such as " Labor Relations" or "The Law of Higher Education."

Advancing the interests of University in ways consistent with professional training, at the direction of the President and in self-initiated undertakings which utilize the incumbent's legal experience.

The occupant of this position is directly responsible for all University legal, labor and governmental relations programs, including but not limited to responsibility for analysis and review of operational and administrative programs to assure compliance with law, rules and regulations, and provisions of collective bargaining contracts, as well as serving as the President's representative for liaison with other branches of government.

Level of Public Contact - Represents the University before various agencies and/or courts, contact with other attorneys. Daily contact with University personnel and outside entities and attorneys concerning contracts.

Level of involvement expected with regard to policy making and/or interpretation:

Involvement in the development of new and existing programs within the University:

Statement of internal and external business contact, include frequency and scope:

Monetary Responsibility (amount and consequence of error, if any, and level of accountability):

Statement of Responsibility for Confidential Data:

Must maintain all appropriate confidentiality in accordance with Florida Bar rules, public records laws, and best interest of the University. Sound discretion and

thoughtful professional judgment is required.

Pay Grade:

7

Essential duties are highly complex; develops strategies, policies and practices.

Decision Making:  
*Please Click Button Which Best Describes The Level Of Decision Making And Independent Judgment Required Of This Position.*

Applies highly developed creative and problem solving skills.

Has authority to waive or deviate from established policies and procedures without prior approval.

Exercises considerable authority and independent judgment and has substantial latitude for independent action.

**SP Only Proposed Job Duties (Step 4B)**

No Records Found

**HR Use Only**

Internal HR Notes:

Printed 12/21/07 TT

**Action History**

**12-19-2007 12:21 PM**

**Valerie Laine**

*Action Saved Not Submitted*

**12-19-2007 12:45 PM**

**Valerie Laine**

*Action Saved Not Submitted*

**12-19-2007 1:49 PM**

**Valerie Laine**

*Action Saved Not Submitted*

**12-19-2007 1:56 PM**

**Valerie Laine**

*Action Saved Not Submitted*

**12-19-2007 2:10 PM**

**Valerie Laine**

*Save*

**12-19-2007 2:12 PM**

**Valerie Laine**

*Save*

**12-19-2007 2:12 PM**

**Valerie Laine**

*Save*

**12-19-2007 2:13 PM**

**Valerie Laine**

*Save*

**12-19-2007 2:58 PM**

**Valerie Laine**

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**12-19-2007 2:58 PM**

**Valerie Laine**

*Save*

**12-19-2007 3:02 PM**

**Valerie Laine**

*Save*

**12-19-2007 3:03 PM**

**Valerie Laine**

*Save*

**12-19-2007 3:06 PM**

**Valerie Laine**

*Save*

**12-21-2007 12:33 PM**

**Valerie Laine**

*Action to Dean/Director*

**12-21-2007 12:45 PM**

**David Kian**

*Action to Chair/Supervisor*

**12-21-2007 1:05 PM**

**Natasha Terry - Ulett**

*Action to VP*

**12-21-2007 2:16 PM**

**Jennifer O'Flannery**

*Action to HR Review*

**12-21-2007 3:01 PM**

**Taina Teran**

*Save*

**12-27-2007 9:52 AM**

**Taina Teran**

*Save*

**12-27-2007 9:52 AM**

**Taina Teran**

*Save*

**12-27-2007 2:53 PM**

**Robert Flavin**

*Save*

**12-27-2007 2:54 PM**

**Robert Flavin**

*Approved (New Position)*

## **Comments**

HR Comments:

Forwarded to VP level, per Valerie Laine- N.L.T.

Initiator Comments:

12/19/07 - Spoke to Natasha Terry (Supervisor, Classification & Compensation Human Resources) - "Establish a new position" - Per Natasha - " Okay to use for this action"

Chair/Supervisor Comments:

Dean/Director Comments:

VP Research Comments:

VP Comments:

President Comments:

EOP Comments:

Associate Provost Comments:

# Florida Atlantic University

## Position

The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

### Employee Details

Employee First Name            Howard  
Employee Last Name            Schnellenberger  
Employee Id Number

### Position Title

Classification Title:            Head Athletic Coach  
Class Code:                        9469  
Employee Class:                  0D  
Salary Table:                      C0

Pay Grade:

Pay Range:

for SP positions, do not type  
new information or adjust the  
salary information appearing  
in this field. For AMP, please  
enter ranges.

Proposed Salary:

Required for reclass only

Flsa Status:                        Y  
EEO Skill Code:                    30  
EEO Function Code:                3B

Bargaining Unit:

Official Minimum  
Qualifications:

Master's degree in an appropriate area of specialization and one year of coaching experience at the high school level or above; or a bachelor's degree in an appropriate area of specialization and three years of experience at the high school level or above. Successful experience as a graduate assistant or intern in an athletic program is acceptable for up to one year of the required experience.

### Position Details

Working Title: Head Football Coach & Director of Operations

Has this position been established previously through Class & Comp? If yes, provide position number below.

Position Number: **On establishments (including clones) do not fill in unless you know the new position number.** 991902

Position Type: AMP

College/Department: Athletics

Index No. (Financial Org): S00733 Football  
Indicate % if multiple indexes.

Grant Funded? No

If yes, indicate expiration date of funding:

Is this position funded for a specific period of time? No

If yes, specify dates:

Pay Range: **For SP positions, do not type new information or adjust the salary information appearing in this field. For AMP, please enter ranges.** \$58,680 - OPEN

Proposed Salary: **Required For Reclass Only**

Effective Date:MM/DD/YYYY -or- MM-DD-YYYY  
**Date can not be earlier than highest department/college approval**

Campus: Boca Raton

Supervisor Position Number: 990048

Education/Training/Experience: In order of importance, state any specific education, training, experience and knowledge, skills and abilities required for this position. These requirements must be related to the essential functions and at least equal to the official minimum qualifications listed above. Master's degree in an appropriate area of specialization and one year college level football coaching experience, or a Bachelor's degree in same with three years college level football coaching experience.

Please list an other required licenses, certifications, or specific requirements of law for this position: NCAA Compliance Rules Examination

990197, Asst. Athletic Coach  
990488, Coordinator, Intercollegiate Athletics



990986, Asst. Athletic Coach  
 991446, Asst. Athletic Coach  
 991722, Asst. Athletic Coach  
 991934, Asst. Athletic Coach  
 990609, Asst. Athletic Coach  
 991061, Office Manager, Football  
 992130, Coordinator, Intercollegiate Athletics  
 992174, Asst. Athletic Coach  
 992182, Asst. Athletic Coach  
 992186, Asst. Athletic Coach  
 992206, Program Assistant, Football

List organizational units under position's direct supervision and titles and position numbers of positions directly supervised:

Type and extent of instructions or directions normally given to the incumbent of this position by the immediate supervisor:

Individual is directly supervised by the Athletic Director. Direction is given in both written and verbal form.

This position requires a police background check:

Yes

This position is responsible for meeting the Requirements of Section 215.422, Florida Statutes, as amended, regarding the approval and/or processing of vendors' invoices and/or distribution of warrants to vendors:

Yes

This position requires a valid Florida driver's license:

Yes

This position requires licensure, certification, or other special requirement:

Yes

This position requires fingerprinting:

No

This position requires a childcare provider security check as required under Sections 402.305 & 402.3055. Florida Statutes:

No

This position requires a post-offer employment physical:

No

Work days and hours:  
 (Include any exceptions)

Regular 40 hour week, 8-5. This position requires various evenings and weekends.

FTE:

1.0

Department Comments:

Head Coach will determine the playing status of individual student-athletes.

**Physical Demands Form**

**Characteristics of the Position**

None: The incumbent is not substantially exposed to adverse environment conditions: job likely consists Yes

of typical office or administrative work:

The incumbent is subject to inside environmental conditions: protection from weather but not necessarily from temperature changes (i.e. covered loading dock): Yes

The incumbent is subject to outside environmental conditions: no effective protection from weather: Yes

The incumbent is subject to extreme cold: temperatures below 32 degrees for period of more than one hour: Yes

The incumbent is subject to extreme heat: temperatures above 100 degrees for periods of more than one hour: Yes

The incumbent is subject to noise: there is sufficient noise to cause the incumbent to shout in order to be heard above the surrounding noise level: Yes

The incumbent is subject to vibration: exposure to oscillating movements of the extremities or whole body: No

The incumbent is subject to hazards: includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals: No

The incumbent is subject to atmospheric conditions: one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dust, mists, gases, or poor ventilation: No

The incumbent is required to wear special equipment as protection for elements at the No

job:

### **Essential Physical Activities**

Extended periods of time at a keyboard or workstation:	Yes
Stooping:	Yes
Hearing:	Yes
Talking:	Yes
Depth Perception:	Yes
Crouching:	Yes
Near Vision:	Yes
Climbing:	Yes
Color Perception:	Yes
Walking:	Yes
Far Vision:	Yes
Balancing:	Yes
Repetitive Motion:	Yes
Grasping:	Yes
Reaching:	Yes
Crawling:	No
Kneeling:	Yes
Standing:	Yes
Twisting:	Yes

### **Other Physical Activities**

Lifting:	21-50 lbs.
Pulling:	21-50 lbs.
Pushing:	21-50 lbs.

### **Position Scope**

Essential Function Statement:	Individual is responsible for managing all areas of the football program: scholarship distribution, scheduling, team travel arrangements, planning and organizing practice and game strategies, recruiting within appropriate parameters and preparing and administering the budget in conjunction with the Associate Athletic Director/Business Operations. In regards to recruiting the individual is
Several sentences describing	

overall scope of position.	responsible for off campus evaluation of student athletes, conducting campus and in home visits. Responsible for scouting opponents, on court instruction, practice and game preparation and aiding in daily strength and conditioning program.
Marginal Functions of the Job: (Duties that are required of the position but could be reassigned as a reasonable accommodation if necessary)	none
Level of involvement expected with regard to policy making and/or interpretation:	Understands and follows the rules and regulations of the NCAA, Conference and University Policies & Procedures. Provides recommendations of any operational procedures changes related to areas of responsibility.
Involvement in the development of new and existing programs within the University:	Responsible for managing the following areas of the football program: recruiting, operating, scholarship budgeting, scheduling and team travel arrangements, scouting, planning and organizing practice and game strategies, and public relations in all areas of the program. Provides recommendations of any operational procedures changes related to areas of responsibility. Assist in the formulation of team and departmental fundraising activities.
Statement of internal and external business contact, include frequency and scope:	Frequent and consistent public contact with high schools, junior colleges, and four year schools and clubs for recruitment, scouting, camp participants and public relations efforts. Represents the University and Department of Intercollegiate Athletics at professional meetings and other events as necessary. Participates in the promotion of the program and assists the Athletic Director in departmental fund raising activities, clinics, speeches, and community involvement. Regular contact with students, faculty and staff as well as alumni, booster groups, high school, civic organizations, etc.
Monetary Responsibility (amount and consequence of error, if any, and level of accountability):	Individual is responsible for the reconciliation of team related travel expenses according to accepted rules and regulations as established by the university and the state. Head Coach makes recommendations regarding program needs as they apply to the overall budget and reviews all budgetary requests including: travel, equipment purchases, recruiting, cash advances and scholarship allocations.
Statement of Responsibility for Confidential Data:	Individual must maintain confidentiality of student-athletes data, including admissions, financial aid, registration and academic performance data as required: NCAA, Conference and University. All data is treated as confidential in accordance with Federal, State, and University laws and regulations. Individual must maintain confidentiality of student-athlete's academic records, social problems and personal life, which cannot be released without the permission of the student-athlete.

Comply with institutional system-wide, NCAA, and Conference policies and procedures.

Pay Grade:

7

Decision Making:

*Please click button which best describes the level of decision making and independent judgment required of this position.*

Essential duties are highly complex; develops strategies, policies and practices.

Applies highly developed creative and problem solving skills.

Has authority to waive or deviate from established policies and procedures without prior approval.

Exercises considerable authority and independent judgment and has substantial latitude for independent action.

## **Job Duties**

No Records Found

# Florida Atlantic University

## Position

The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

### Employee Details

Employee First Name            Michael  
Employee Last Name            Jarvis  
Employee Id Number

### Position Title

Classification Title:            Head Athletic Coach  
Class Code:                        9469  
Employee Class:                  0D  
Salary Table:                      C0

Pay Grade:

Pay Range:

for SP positions, do not type  
new information or adjust the  
salary information appearing  
in this field. For AMP, please  
enter ranges.

Proposed Salary:

Required for reclass only

Flsa Status:                        Y  
EEO Skill Code:                    30  
EEO Function Code:                3B

Bargaining Unit:

Official Minimum  
Qualifications:

Master's degree in an appropriate area of specialization and one year of coaching experience at the high school level or above; or a bachelor's degree in an appropriate area of specialization and three years of experience at the high school level or above. Successful experience as a graduate assistant or intern in an athletic program is acceptable for up to one year of the required experience.

### Position Details

Working Title: Men's Basketball Head Coach

Has this position been established previously through Class & Comp? If yes, provide position number below.

Position Number:

**On establishments (including clones) do not fill in unless you know the new position number.** 981435

Position Type: AMP

College/Department: Athletics

Index No. (Financial Org): S00724 MBB  
Indicate % if multiple indexes.

Grant Funded? No

If yes, indicate expiration date of funding:

Is this position funded for a specific period of time? No

If yes, specify dates:

Pay Range:

**For SP positions, do not type new information or adjust the salary information appearing in this field. For AMP, please enter ranges.**

Proposed Salary:

**Required For Reclass Only**

Effective Date:MM/DD/YYYY -or- MM-DD-YYYY

**Date can not be earlier than highest department/college approval**

Campus: Boca Raton

Supervisor Position Number: 990048

Education/Training/Experience:

In order of importance, state any specific education, training, experience and knowledge, skills and abilities required for this position. These requirements must be related to the essential functions and at least equal to the official minimum qualifications listed above.

Master's degree in an appropriate area of specialization and one year college level basketball coaching experience, or a Bachelor's degree in same with three years college level basketball coaching experience.

Please list an other required licenses, certifications, or specific requirements of law for this position: NCAA Compliance Rules Examination

List organizational units under position's direct supervision and titles and position 990057  
990995  
981422

numbers of positions directly supervised:	981996
Type and extent of instructions or directions normally given to the incumbent of this position by the immediate supervisor:	Individual is directly supervised by the Athletic Director. Direction is given in both written and verbal form.
This position requires a police background check:	Yes
This position is responsible for meeting the Requirements of Section 215.422, Florida Statutes, as amended, regarding the approval and/or processing of vendors' invoices and/or distribution of warrants to vendors:	Yes
This position requires a valid Florida driver's license:	Yes
This position requires licensure, certification, or other special requirement:	Yes
This position requires fingerprinting:	No
This position requires a childcare provider security check as required under Sections 402.305 & 402.3055. Florida Statutes:	No
This position requires a post-offer employment physical:	No
Work days and hours: (Include any exceptions)	Regular 40 hour week, 8-5. This position requires various evenings and weekends.
FTE:	1.0
Department Comments:	Head Coach will determine the playing status of individual student-athletes.

**Physical Demands Form**

**Characteristics of the Position**

None: The incumbent is not substantially exposed to adverse environment conditions: job likely consists of typical office or administrative work: Yes

The incumbent is subject to inside environmental conditions: protection from weather but not necessarily from temperature changes (i.e. covered loading dock): Yes

The incumbent is subject to



outside environmental conditions: no effective protection from weather: No

The incumbent is subject to extreme cold: temperatures below 32 degrees for period of more than one hour: No

The incumbent is subject to extreme heat: temperatures above 100 degrees for periods of more than one hour: No

The incumbent is subject to noise: there is sufficient noise to cause the incumbent to shout in order to be heard above the surrounding noise level: No

The incumbent is subject to vibration: exposure to oscillating movements of the extremities or whole body: No

The incumbent is subject to hazards: includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals: No

The incumbent is subject to atmospheric conditions: one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dust, mists, gases, or poor ventilation: No

The incumbent is required to wear special equipment as protection for elements at the job: No

### **Essential Physical Activities**

Extended periods of time at a keyboard or workstation: Yes

Stooping: Yes

Hearing: Yes

Talking:	Yes
Depth Perception:	Yes
Crouching:	Yes
Near Vision:	Yes
Climbing:	Yes
Color Perception:	Yes
Walking:	Yes
Far Vision:	Yes
Balancing:	Yes
Repetitive Motion:	Yes
Grasping:	Yes
Reaching:	Yes
Crawling:	No
Kneeling:	Yes
Standing:	Yes
Twisting:	Yes

**Other Physical Activities**

Lifting:	21-50 lbs.
Pulling:	21-50 lbs.
Pushing:	21-50 lbs.

**Position Scope**

Essential Function Statement: Several sentences describing overall scope of position.	Individual is responsible for managing all areas of the men's basketball program: scholarship distribution, scheduling, team travel arrangements, planning and organizing practice and game strategies, recruiting within appropriate parameters and preparing and administering the men's basketball budget in conjunction with the Associate Athletic Director/Business Operations. In regards to recruiting the individual is responsible for off campus evaluation of student athletes, conducting campus and in home visits. Responsible for scouting opponents, on court instruction, practice and game preparation and aiding in daily strength and conditioning program.
--	--

Marginal Functions of the Job: (Duties that are required of the position but could be reassigned as a reasonable	none
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accommodation if necessary)

Level of involvement expected with regard to policy making and/or interpretation:

Understands and follows the rules and regulations of the NCAA, Conference and University Policies & Procedures. Provides recommendations of any operational procedures changes related to areas of responsibility.

Involvement in the development of new and existing programs within the University:

Responsible for managing the following areas of the basketball program: recruiting, operating, scholarship budgeting, scheduling and team travel arrangements, scouting, planning and organizing practice and game strategies, and public relations in all areas of the program. Provides recommendations of any operational procedures changes related to areas of responsibility. Assist in the formulation of team and departmental fundraising activities.

Statement of internal and external business contact, include frequency and scope:

Frequent and consistent public contact with high schools, junior colleges, and four year schools and clubs for recruitment, scouting, camp participants and public relations efforts. Represents the University and Department of Intercollegiate Athletics at professional meetings and other events as necessary. Participates in the promotion of the program and assists the Athletic Director in departmental fund raising activities, clinics, speeches, and community involvement. Regular contact with students, faculty and staff as well as alumni, booster groups, high school, civic organizations, etc.

Monetary Responsibility (amount and consequence of error, if any, and level of accountability):

Individual is responsible for the reconciliation of team related travel expenses according to accepted rules and regulations as established by the university and the state. Head Coach makes recommendations regarding program needs as they apply to the overall budget and reviews all budgetary requests including: travel, equipment purchases, recruiting, cash advances and scholarship allocations.

Statement of Responsibility for Confidential Data:

Individual must maintain confidentially of student-athletes data, including admissions, financial aid, registration and academic performance data as required: NCAA, Conference and University. All data is treated as confidential in accordance with Federal, State, and University laws and regulations. Individual must maintain confidentially of student-athlete's academic records, social problems and personal life, which cannot be released without the permission of the student-athlete. Comply with institutional system-wide, NCAA, and Conference policies and procedures.

Pay Grade:

Decision Making:  
*Please click button which best describes the level of decision making and independent judgment required of this position.*

Essential duties are complex and guided by long term objectives or broadly defined goals. Analyzes and investigates complex issues or problems. Requires significant independent judgment in decision making and solves non-routine problems.

## Job Duties

No Records Found

## Requisition Form

Position Summary: Individual is responsible for managing all areas of the men's basketball program: scholarship budgeting, scheduling and team travel arrangements, planning and organizing practice and game strategies, recruiting within appropriate parameters and preparing and administering the men's basketball budget in conjunction with the Associate Athletic Director/Business Operations. In relation to recruiting the individual is responsible for off campus evaluation of student athletes, conducting campus and in home visits. Responsible for scouting opponents, on court instruction, practice and game preparation and aiding in daily strength and conditioning program.

Brief description of the position to be displayed to applicants.

Posted Minimum Qualification: Displays to applicant. Master's degree in an appropriate area of specialization and one year of coaching experience at the high school level or above; or a bachelor's degree in an appropriate area of specialization and three years of experience at the high school level or above. Successful experience as a graduate assistant or intern in an athletic program is acceptable for up to one year of the required experience.

Posted Fixed Annual Salary Or Salary Range: Commensurate with Experience

This Position Is: Replacing

Separation Date Of Employee Leaving: 04-14-2008

Anticipated Starting Date Of Selected Candidate: 05/01/2008

Special Instructions To The Applicant:

Hiring Authority Name: Craig Angelos

Hiring Authority Title: Athletic Director

Hiring Authority Work Extension: 7-3199 c/o Trish Blankenship

Hiring Authority E-Mail: cangelos@fau.edu

Hiring Authority Fax: 7-3963

Please list advertising sources if not listed above:

Index to which ad should be charged:d:

We are approving this

advertisement for up to the following amount. No further approval is necessary as long as the cost does not exceed the amount:

If not approving up to a specific amount please enter N/A.

We would prefer to know the exact cost of the advertisement before giving final approval to run this ad:

No Response

Desired advertising date(s):

President Brogan and Craig Angelos will do the hiring for the Head Coach Men's Basketball position. OPEN TO FILLED. Ken Jessell and Dennis Crudele are going to assist with this based on our phone conversation.



previously through Class & Comp? No  
If yes, provide position number below.

Position Number:  
**On establishments (including clones) do not fill in unless you know the new position number.** 980242

Position Type: AMP

College/Department: OFC. OF THE VP FOR FINANCIAL AFFAIRS

Index No. (Financial Org): F10000  
Indicate % if multiple indexes.

Grant Funded? No  
If yes, indicate expiration date of funding:

Is this position funded for a specific period of time? No  
If yes, specify dates:

Pay Range:  
**For SP positions, do not type new information or adjust the salary information appearing in this field. For AMP, please enter ranges.** 58,680 to Open

Proposed Salary:  
**Required For Reclass Only**

Effective Date:MM/DD/YYYY -or- MM-DD-YYYY 8/7/10  
**Date can not be earlier than highest department/college approval**

Campus: Boca Raton

Supervisor Position Number: 990247

Education/Training/Experience:  
In order of importance, state any specific education, training, experience and knowledge, skills and abilities required for this position. These requirements must be related to the essential functions and at least equal to the official minimum qualifications listed above. Master's degree in Accounting, Business Administration or a related area, CPA desirable. At least 10 years of supervisory and progressively responsible success as a financial and administrative leader in a complex organization, with executive level higher education experience.

Please list an other required licenses, certifications, or specific requirements of law for this position:  
Associate Vice President and University Budget Director

List organizational units under position's direct supervision and titles and position numbers of positions directly supervised: Associate Vice President  
University Controller  
Human Resources Director

University Police/Traffic & Parking  
Business Services Director

Type and extent of instructions or directions normally given to the incumbent of this position by the immediate supervisor:

This position receives direction from the University President as appropriate.

This position requires a police background check:

Yes

This position is responsible for meeting the Requirements of Section 215.422, Florida Statutes, as amended, regarding the approval and/or processing of vendors' invoices and/or distribution of warrants to vendors:

Yes

This position requires a valid Florida driver's license:

No

This position requires licensure, certification, or other special requirement:

No

This position requires fingerprinting:

No

This position requires a childcare provider security check as required under Sections 402.305 & 402.3055. Florida Statutes:

No

This position requires a post-offer employment physical:

No

Work days and hours:  
(Include any exceptions)

8:00 a.m - 5:00 p.m.

FTE:

1.0

Department Comments:

## Physical Demands Form

### Characteristics of the Position

None: The incumbent is not substantially exposed to adverse environment conditions: job likely consists of typical office or administrative work: Yes

The incumbent is subject to inside environmental conditions: protection from weather but not necessarily from temperature changes (i.e. covered loading dock): Yes

The incumbent is subject to



outside environmental conditions: no effective protection from weather: No

The incumbent is subject to extreme cold: temperatures below 32 degrees for period of more than one hour: No

The incumbent is subject to extreme heat: temperatures above 100 degrees for periods of more than one hour: No

The incumbent is subject to noise: there is sufficient noise to cause the incumbent to shout in order to be heard above the surrounding noise level: No

The incumbent is subject to vibration: exposure to oscillating movements of the extremities or whole body: No

The incumbent is subject to hazards: includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals: No

The incumbent is subject to atmospheric conditions: one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dust, mists, gases, or poor ventilation: No

The incumbent is required to wear special equipment as protection for elements at the job: No

### **Essential Physical Activities**

Extended periods of time at a keyboard or workstation: Yes

Stooping: No

Hearing: Yes

Talking:	Yes
Depth Perception:	No
Crouching:	No
Near Vision:	No
Climbing:	No
Color Perception:	No
Walking:	No
Far Vision:	No
Balancing:	No
Repetitive Motion:	No
Grasping:	No
Reaching:	No
Crawling:	No
Kneeling:	No
Standing:	No
Twisting:	No

**Other Physical Activities**

Lifting:	10 lbs. or less
Pulling:	10 lbs. or less
Pushing:	10 lbs. or less

**Position Scope**

Oversees the development of the University's annual operating budget of \$587 million and ensures that appropriate reports are provided to the President, the Board of Trustees and the Board of Governors.

Responsible for the financial accounting system and financial reports and statistical data concerning the financial health of the University.

Develops and implements a comprehensive, multi-year financial model to guide strategic decision making through detailed analysis and projections.

Oversees detailed studies of the financial implications of University operations, focusing on efficiencies and effectiveness.

Essential Function Statement: Oversee the University investment policy and assures that sufficient funds are available for the University to maintain a positive cash flow.

Several sentences describing overall scope of position. Assembles and prepares financial reports and analyses, and any other information requested by the President and the Audit & Finance Committee of the Board of Trustees.

Responsible for human resources functions of the University; fringe benefits management; and administrative personnel functions.

Responsible for purchasing functions of the University.

Responsible for business services/auxiliary enterprises operations such as bookstore, and food service, vending, copier services.

Responsible for safety and security on all campuses. FAU police officers are state certified law enforcement officers and have 24 hour presence on all FAU campuses.

Marginal Functions of the Job:  
(Duties that are required of the position but could be reassigned as a reasonable accommodation if necessary)

Level of involvement expected with regard to policy making and/or interpretation: Formulates and approves policy and procedures involving for financial matters for the University.

Involvement in the development of new and existing programs within the University: Interprets Federal, State statutes, regulations of the University and the Florida Board of Governor's.

Statement of internal and external business contact, include frequency and scope: The Sr. Vice President for Finance interacts daily with the University's internal constituencies. Weekly with the general public and external agencies. Represents the University at public forums as appropriate.

Monetary Responsibility (amount and consequence of error, if any, and level of accountability): The Sr. Vice President for Finance and CFO is responsible for all revenues and expenditures. The operating and capital budgets for the University total \$587 million.

Statement of Responsibility for Confidential Data: The Sr. Vice President for Finance and CFO has access to confidential and sensitive data.

Pay Grade:

Essential duties are highly complex; develops strategies, policies and practices.

Decision Making:  
*Please click button which best describes the level of decision making and independent*

Applies highly developed creative and problem solving skills.

Has authority to waive or deviate from established

*judgment required of this position.*

policies and procedures without prior approval. Exercises considerable authority and independent judgment and has substantial latitude for independent action.

### **Job Duties**

No Records Found