***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Director, Center Operations**

Job Family: Program Management Sub Family: Business Operations

**Job Summary:**

Directs operational functions for a large research center as designated by a school. Manages and plans operations including finance and data management for the center.

**Essential Functions:**

* Understands the center’s goals and develops solutions that are aligned with the goals.
* Oversees the operations to ensure the achievement of strategic and financial objectives for the center.
* Develops and evaluates operations policies and procedures for the center.
* Recruits, selects, and evaluates staff.
* Oversees research administration for the center, including research budgeting; pre- and post-award administration; research space planning.
* Oversees other administrative functions associated with the center such as Information Technology and data development projects; capital equipment planning and management; general procurement; payroll and accounting.
* Oversees budgeting and financial reporting including tracking of all financial transactions, reporting transactions to external agencies, and detailed financial plans to the department primary investigator.
* Consults with senior management to determine information system requirements, boundaries and priorities of new projects, system capacity, and equipment acquisitions and disposal associated with the center.
* Provides guidance on the development of systems hardware/software configuration, protocols, and enterprise standards associated with the center.
* Assists with the development and implementation of systems that provide program management data as required on a consistent and protected basis.
* Organizes, develops, and provides consultation to program funders when needed.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in business, public administration, information technology, or related field

Experience: Seven (7) years of related experience in administrative, financial, and technology

Supervisory: Three (3) years experience at the management/leadership level

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

Financial disclosure may be required.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1481H

SOC Code: 111020 IPEDS: Management

EEO6 Code: Executive/Admin/Managerial State Code: 9332101

USM eCode: E21148 AAP Code: 1C