# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: BUSINESS OPERATIONS

### MANAGEMENT

Level D, Pay Grade 11

<table>
<thead>
<tr>
<th>LEVEL DEFINITION</th>
<th>This level covers positions of a defined scope responsible for managing multiple units in a specialized campus-wide business operation.</th>
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</thead>
<tbody>
<tr>
<td>TYPICAL RESPONSIBILITIES</td>
<td>May include: managing multiple units in a specialized campus-wide business operation; managing budgets and staff resources for all units; developing comprehensive policies, procedures and systems; managing inventory, facilities and security systems; and developing plans for major equipment purchases and renovations.</td>
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<tr>
<td>DECISION MAKING / LEVEL OF ACCOUNTABILITY</td>
<td>Makes decisions regarding specialized business operations across multiple business units.</td>
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<tr>
<td>SUPERVISION RECEIVED</td>
<td>Works with considerable latitude within a mandate. Work is reviewed in terms of achievement of broad goals.</td>
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<td>SUPERVISION EXERCISED</td>
<td>Manages staff directly and indirectly through subordinate managers.</td>
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<tr>
<td>MINIMUM QUALIFICATIONS</td>
<td>Undergraduate degree in a relevant discipline. Minimum of six years of related experience, or the equivalent combination of education and experience.</td>
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</tbody>
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**Updated:** January 1, 2024