

## Associate Director of Administration

## Posting Details

<b>Working Title</b>	Associate Director of Administration
<b>Position Location</b>	Fort Collins, CO
<b>Research Professional Position</b>	No
<b>Posting Number</b>	202100265AP
<b>Position Type</b>	Admin Professional/ Research Professional
<b>Classification Title</b>	Management II
<b>Number of Vacancies</b>	
<b>Work Hours/Week</b>	40
<b>Proposed Annual Salary Range</b>	\$80,000 - \$85,000 commensurate with experience
<b>Employee Benefits</b>	Colorado State University (CSU) is committed to providing employees with a strong and competitive benefits package that supports you, your health, and your family. Visit CSU's Human Resources website for detailed benefit plan information for permanent full-time and part-time faculty and administrative professional employees in the following University benefit areas. <a href="https://hr.colostate.edu/wp-content/uploads/sites/25/2021/01/benefits-summary-afap.pdf">https://hr.colostate.edu/wp-content/uploads/sites/25/2021/01/benefits-summary-afap.pdf</a> .
<b>Desired Start Date</b>	
<b>Position End Date (if temporary)</b>	
<b>To ensure full consideration, applications must be received by 11:59pm (MT) on</b>	04/19/2021
<b>Description of Work Unit</b>	The Administrative Division provides leadership and direction in administrative services that directly support the agency's mission of "the stewardship of Colorado's diverse forest environments for the benefit of present and future generations".
<b>Position Summary</b>	<p>The Associate Director (AD) of Administration functions as a Senior Level Manager reporting directly to the Director/State Forester of the Colorado State Forest Service (CSFS) and will serve as Acting Director in the absence of the Director when needed. As a member of the CSFS Leadership Team, the Associate Director of Administration shares the responsibility for all services performed by the CSFS and will be responsible for establishing the strategic direction and long term objectives and goals for the CSFS.</p> <p>The Associate Director will provide leadership, comprehensive guidance, program oversight, coordination and administration of statewide administrative services including: budgets and finance, grants, agreements, contracts, facilities and Information Technology (IT) infrastructure. The AD will develop best practices which enable the effective and efficient management of administrative functions. Additionally, they are responsible for planning the work to be assigned and accomplished by staff, and establishes production or quality standards for the staff's work.</p> <p>The AD must be able to work independently, have a disciplined work ethic, and organize large amounts of information in a cogent, methodical way. Demonstrated effective communication, leadership and supervision abilities are critical to the success of the AD.</p>
<b>Required Job Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree (or greater) in Business Administration, Finance, or Accounting or related degree will be considered.</li> <li>• Five years of progressive experience in managing administrative programs.</li> <li>• Four years of experience in direct management of staff with demonstrated ability to manage personnel, budgets, daily operations, and/or specialized projects.</li> <li>• Valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the employment start date.</li> </ul>
<b>Preferred Job Qualifications</b>	<ul style="list-style-type: none"> <li>• Post graduate, training and/or education in Business Administration, Finance, or Accounting or related degree is desired.</li> <li>• Experience with managing administrative services in a decentralized organization.</li> <li>• Experience in utilizing and managing complex, corporate financial systems.</li> <li>• Experience in grant development, accounting and accomplishment reporting.</li> <li>• Experience in contract development, solicitation, and execution.</li> <li>• Experience in information technology services needed for a large, geographically dispersed workforce.</li> <li>• Experience in managing facility maintenance, repair, renovation and construction programs.</li> <li>• Ability to communicate effectively in writing and verbally with diverse groups and individuals including technical experts, managers and resource staff at all levels of the agency to advise on and promote program goals and objectives.</li> <li>• Ability to develop and maintain effective work relationships with individuals both within and outside an organization to facilitate accomplishment of program goals.</li> <li>• Experience with group facilitation and problem solving techniques to plan and conduct workshops and meetings.</li> <li>• Experience with organizing staff and resources to carry out division responsibilities through integrated work planning and scheduling.</li> <li>• Knowledge of training and employee development principles and practices to ensure a well-trained and qualified workforce.</li> <li>• Experience with direct supervision of permanent employees, setting and evaluating performance standards, and ensuring professional development</li> <li>• Demonstrated ability to work cooperatively and effectively in teams, advancing outcomes with internal staff, external partners, and cooperators.</li> <li>• Demonstrated ability to work independently and at a high level of proficiency.</li> </ul>
<b>Diversity Statement</b>	Demonstrated knowledge of, and relevant ability with, culturally diverse communities among potential target and constituent

populations.

#### Essential Duties

<b>Job Duty Category</b>	CSFS Leadership
<b>Duty/Responsibility</b>	<ul style="list-style-type: none"> <li>• Serve as a member of the CSFS Leadership Team that provides vision and direction to the Director of the CSFS in order to develop short and long term strategic plans, objectives and goals.</li> <li>• Work closely with CSFS leadership and other Associate Directors to ensure the financial integrity of programs and identify opportunities to leverage funds for optimal outcomes. The Associate Director must be able to consider solutions for competing resources; using best practices to achieve success with limited resources. They will also participate in CSFS annual work planning across all program areas.</li> <li>• Develop CSFS policy and practices to ensure consistency in program delivery.</li> <li>• Consult on personnel actions: hiring prioritization, compensation analysis, performance reviews. Provide guidance and direction on CSFS staffing needs and direction.</li> <li>• Regularly represent the CSFS at external meetings with partners and cooperators.</li> <li>• Provide high-level guidance and coordination to the CSFS Management Team, as needed, to facilitate a coordinated effort between the Leadership Team and Management Team members.</li> </ul>
<b>Percentage Of Time</b>	50%
<b>Job Duty Category</b>	Program Administration
<b>Duty/Responsibility</b>	<ul style="list-style-type: none"> <li>• Provide leadership, oversight, coordination and administration of statewide administrative programs, policies, and procedures and advises agency Leadership on current emerging issues in budgets and finance, grants, agreements, , contracts, facilities and IT infrastructure, and other administrative service program areas. The position will work collaboratively with Colorado State University administrative services, CSFS customers and partners to meet these program delivery needs.</li> <li>• Apply professional interpretations of administrative policies, rules, and regulations to ascertain a range of appropriate internal controls.</li> <li>• Oversee and approve (as delegated) financial transactions to ensure accuracy and propriety.</li> <li>• Oversee reconciliation of accounts and retention of financial records for all fund types to ensure accuracy and propriety. Respond to audits and modify business practices as required.</li> <li>• Evaluate customer service, business practices and supporting software programs to determine the need for improvements and increased efficiency.</li> <li>• Act as an expert on business-related data analysis.</li> <li>• Coordinate with the CSFS Director and other Associate Directors to ensure agency staff is keeping current with emerging administrative issues. Facilitates training opportunities as needed to bring this knowledge to CSFS staff.</li> </ul>
<b>Percentage Of Time</b>	25%
<b>Job Duty Category</b>	Supervision
<b>Duty/Responsibility</b>	<ul style="list-style-type: none"> <li>• Plan the work to be accomplished by staff, assigns work to employees, and establishes production or quality standards for the staff's work, including but not limited to:             <ul style="list-style-type: none"> <li>o Approve personnel documents and timekeeping.</li> <li>o Establish and communicate guidelines and performance requirements to employees.</li> <li>o Conduct formal performance reviews.</li> <li>o Mentor direct reports and other division staff in the development and review of programs in association with evaluating employee performance.</li> <li>o Identify and provide for the developmental and training needs of employees.</li> <li>o Assures full compliance with safety policies and procedures.</li> </ul> </li> </ul>
<b>Percentage Of Time</b>	25%
<b>Special Instructions to Applicants</b>	Interested applicants must submit a cover letter which addresses how professional experiences align with identified required and preferred qualifications of the position, a current resume, unofficial transcripts, and the names, e-mail addresses, and telephone numbers of three (3) professional references. References will not be contacted without prior notification of candidates.
<b>Conditions of Employment</b>	Pre-employment Criminal Background Check (required for new hires), Valid Driver's License, Special Requirements/Other - Irregular work hours and periodic long days, evening and weekend service, occasional off-district and periodic overnight travel.
<b>Search Contact</b>	Tina Little (970) 491-8662 tina.little@colostate.edu
<b>EEO Statement</b>	<p>Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The <a href="#">Office of Equal Opportunity</a> is located in 101 Student Services.</p> <p>The Acting Title IX Coordinator is the Vice President for Equity, Equal Opportunity and Title IX, 123 Student Services Building, Fort Collins, CO. 80523-0160, (970) 491-1715, <a href="mailto:titleix@colostate.edu">titleix@colostate.edu</a>.</p> <p>The Section 504 and ADA Coordinator is the Vice President for Equity, Equal Opportunity and Title IX, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836.</p>
<b>Background Check Policy Statement</b>	Colorado State University strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will also be conducted when required by law or contract and when, in the discretion of the University, it is reasonable and prudent to do so.

## References Requested

Minimum Requested 3

**Maximum Requested** 3

## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

## Applicant Documents

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### Required Documents

1. Cover Letter
2. Resume
3. Unofficial Transcripts

### Optional Documents