



## POSITION DESCRIPTION

### North Dakota University System

#### PART A - Identification, Duties/Responsibilities, and Task Inventory

**(#s 1-12a must match HRMS or left blank and include a Position Request/Change form)**

1. Name of Employee:		1a. EmplID #: TBD	
2. Position #: 00014226	2a. Dept. ID #: 8275	2b. Current or Recommended Salary:	
3. Band #/Title: 0000: Executive/Administrative		3a. Job Family #/Title: 0115 Officer	
4. Functional Title: Associate Dean for Administration and Finance and Chief Operating Officer			
5. Please check all that apply			
5a. Type of position:	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part-time	IF Part-Time, FTE Percentage: _____%	
5b. Length of Position:	<input type="checkbox"/> 9 month <input type="checkbox"/> 10 month <input type="checkbox"/> 11 month <input checked="" type="checkbox"/> 12 month	<input type="checkbox"/> Other Month _____	
6. Institution: <b>University of North Dakota</b>		7. Division: School of Medicine & Health Sciences	
8. Department: Dean's Office Med		9. Unit: Administration & Finance	
10. Work Mailing Address: 1301 North Columbia Road, Grand Forks, ND 58202		11. Work Phone: 777-2847	
12. Name & Title of Supervisor: Dr. Joshua Wynne, VP for Health Affairs/Dean		12a. Supervisor Position # : 00016945	
13. What is the function/mission of your department?  The mission of the School of Medicine and Health Sciences (SMHS) Office of Administration and Finance is assist the SMHS in achieving its missions in education, research/scholarship, and service to the people of North Dakota by implementing and executing the best possible business and operating practices, in accordance with North Dakota University System policies. The department/office offers services to SMHS departments, units, and programs statewide in the following areas: financial planning, budgetary management, accounting and auditing functions, records and information management, human resource management, and clinical practice management. The department/office also provides advisement and final processing for all SMHS financial, budgetary, records management, human resource, payroll, facilities, clinical and professional practice management, and procurement transactions. The department/office acts as liaison between the SMHS and University of North Dakota administrative departments that intersect with the areas of relevance enumerated above.			
14. What is the purpose of your position? (Why does the position exist, how does the position function within the work unit?)  The Associate Dean for Administration and Finance (ADAF)/Chief Operating Officer (COO) is a key member of the senior management team of the SMHS and acts as a strategic partner and advisor to the Vice President for Health Affairs (VPHA) and Dean of the SMHS. The COO is second in command to the VPHA and Dean for all non-academic SMHS functions, and is responsible for the efficiency of its multi-dimensional business operations that involve four regional campuses across the state of North Dakota. The ADAF/COO is responsible for establishing and executing short-and-long term operating goals and initiatives aimed at advancing the SMHS's status and reputation. The position leads and coordinates the following operations and functions: fiscal reporting, budgeting, records management, facilities management, human resource and payroll management, clinical and professional practice management (including management of clinic and medical service plan operations), procurement management, risk management, alumni fund management and related functions. The ADAF/COO oversees all of the SMHS's non-academic operations and procedures. The ADAF/COO provides the leadership, management, and vision necessary to ensure that the SMHS has the proper operational controls (especially regarding HIPAA requirements), administrative and reporting procedures, and people systems in place to effectively grow the organization and to ensure financial strength and operating efficiency. The ADAF/COO is expected to be an experienced and efficient leader who demonstrates excellent people skills, business acumen and exemplary work ethic. The overall goal of the ADAF/COO position is to ensure the appropriate environment and support services so that the SMHS can achieve sustainable growth in its quest to be the best community-based medical and health sciences school in the country, and fulfill the expectations outlined in Chapter 15-52-01 of the North Dakota Century Code "...to educate physicians and other health professionals for subsequent service in North Dakota and to enhance the quality of life of its people. Other purposes include discovery of knowledge that benefits the people of this state and enhances the quality of their lives."			
15. Is this position essential during emergencies/closures? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  (Essential personnel may be required to work during emergencies and closures affecting UND depending on staffing levels required for that particular situation.)			

**PART A - 16. Duties/Responsibilities**

⇒ **Indicate Essential/Secondary.** The following questions should be taken into consideration in the determination:

- Is the duty/responsibility the reason the job exists?
- Is this a highly specialized task or one that requires special education, training, licensure?

**If the answer is yes, the duty is “essential”.**

- What is the percentage of time spent on the function?

**If the answer indicates a great % of time, the duty is probably “essential”.**

- What are the consequences to others or the institution of a failure to perform the function?

**If the answer indicates a high level of accountability, the duty is “essential”.**

NOTE: See Position Description Instructions and examples.

<b>Duty/Responsibility No. 1</b>	Percent of Time 30%	Statement of duty/responsibility (used for evaluation/review of performance):  Develop administrative and fiscal strategies to meet the short-and-long-range strategic planning of the School of Medicine and Health Sciences
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)		
<ul style="list-style-type: none"> <li>• Forecast financial needs for all programs.</li> <li>• Prepare the annual and biennial budgets utilizing parameters established by the VPHA/Dean of the SMHS for submission to the UND Office of the President and the legislature of the State of North Dakota.</li> <li>• Manage day to day financial operations of the SMHS.</li> <li>• Work directly with legislative committees and other external groups in matters relating to programs and budget.</li> <li>• Prepare affiliation agreements, contracts, memoranda of understanding, and direct/conduct related negotiations.</li> <li>• Assist with recruitment of high level faculty and staff positions.</li> <li>• Manage and oversee the SMHS clinical practice enterprise, including professional and clinic billing, the medical service plan, clinic operations, management of patient records and electronic health systems, and risk mitigation (especially ensuring compliance with HIPAA requirements and best practices).</li> <li>• Provide executive level leadership for significant SMHS business and operational functions such as capital asset planning and optimization, space planning and utilization, key service and procurement contract strategies, and optimal organization of team processes.</li> <li>• Anticipate and adapt to rapidly evolving healthcare delivery and reimbursement reform models and practices.</li> <li>• Develop strategies to ensure continuing growth of the SMHS research enterprise despite an increasingly competitive environment for sponsored funding and an anticipated reduction in indirect (facilities and administration) cost recovery.</li> <li>• Manage the Model for Incentive-based Resource Allocation (MIRA) budget process at the SMHS</li> </ul>		

<b>Duty/Responsibility No. 2</b>	Percent of Time 30%	Statement of duty/responsibility (used for evaluation/review of performance):  Serve as a key member of the Vice President for Health Affairs and Dean's leadership team.
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)		
<ul style="list-style-type: none"> <li>• Participate in senior leadership meetings on a regular basis.</li> <li>• Work on projects and perform other duties as requested by the VPHA/Dean.</li> <li>• Prepare and present strategic plans, fiscal and otherwise, to internal and external constituencies, including the SMHS Advisory Council, the North Dakota State Board of Higher Education, and the North Dakota legislative bodies.</li> </ul>		

<b>Duty/Responsibility No. 3</b>	Percent of Time 20%	Statement of duty/responsibility (used for evaluation/review of performance):  Develop administrative systems and methods necessary to provide maximum operational efficiency.
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
<p>Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)</p> <ul style="list-style-type: none"> <li>• Develop and implement SMHS fiscal and administrative policies and procedures in conjunction with North Dakota University System (NDUS) and University of North Dakota (UND) administrative guidelines.</li> <li>• Advise the Vice President for Health Affairs and Dean and other SMHS department heads on NDUS and UND administrative guidelines.</li> <li>• Work closely with other members of the VPHA/Dean's leadership team in evaluating SMHS administrative needs and in determining how best to respond to challenges and opportunities for improvement.</li> <li>• In the absence of and as directed by the VPHA/Dean, make day-to-day operational decisions as they relate to administrative (non-academic) operations.</li> </ul>		

<b>Duty/Responsibility No. 4</b>	Percent of Time 15%	Statement of duty/responsibility (used for evaluation/review of performance):  Direct the Office of Administration and Finance
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
<p>Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)</p> <ul style="list-style-type: none"> <li>• Provide overall direction and oversight of the functional units within the Office of Administration and Finance (fiscal, budgetary, facilities, human resource, payroll, records management, clinical and professional practice management, and procurement) to ensure that they are contributing positively to the accomplishment of the SMHS annual operating plan and longer term strategic plans.</li> <li>• In conjunction with the VPHA/Dean, effectively oversee the functional (non-academic) units of the SMHS, determining their optimal staffing configurations, and assessing their overall effectiveness.</li> <li>• Perform all aspects of human resource functions for key positions in the Office of Administration and Finance including performance evaluation, progressive discipline, and salary administration.</li> <li>• Provide the resources and training opportunities necessary for all Office of Administration and Finance staff in order for them to perform the duties of their positions.</li> <li>• Ensure easy access to the programs and resources of the Office of Administration and Finance to all SMHS departments.</li> </ul>		

<b>Duty/Responsibility No. 5</b>	Percent of Time 5%	Statement of duty/responsibility (used for evaluation/review of performance):  Administer the SMHS Facilities Management Program
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
<p>Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)</p> <ul style="list-style-type: none"> <li>• Provide strategic planning input for all facets of facilities management.</li> <li>• Manage facilities projects for the SMHS in conjunction with key management personnel from the UND Facilities/Planning Department.</li> <li>• Provide oversight of architects for all SMHS building projects.</li> <li>• Participate in meetings and negotiations for all facilities projects.</li> </ul>		

**PART B – Required Experience,  
Characteristics and Ability**

<p><b>1. EDUCATION/KNOWLEDGE REQUIREMENT</b> - Minimum education required to perform adequately in position could reasonably be attained only by completing the following (if you were to recruit today, what qualification would you require?)</p>	
<p>REQUIRED EDUCATION/TRAINING (choose one)</p> <p><input type="checkbox"/> less than high school diploma <input type="checkbox"/> high school diploma or GED</p> <p><u>COLLEGE LEVEL</u> (choose one) <input type="checkbox"/> 1 year   <input type="checkbox"/> 2 year   <input type="checkbox"/> 3 year   <input type="checkbox"/> 4 year <input type="checkbox"/> Associate's   <input checked="" type="checkbox"/> Bachelor's</p> <p><u>GRADUATE LEVEL</u> (choose one) <input type="checkbox"/> 1 year   <input checked="" type="checkbox"/> 2 year   <input type="checkbox"/> post-graduate</p>	<p>Major field of study or degree emphasis (accounting, economics, etc...)</p> <p>Master's degree in health care administration, business administration, public administration, accounting, or related field.</p> <p>Specialized subject knowledge (cost accounting, MACRO economics, etc.)</p> <p>Fund accounting, health care administration, administration of healthcare clinical practice plans, administration of medical residency programs, operational supervision of clinical practices, HIPAA compliance, clinical billing and reimbursement.</p>
<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> <li>• 5 years extensive work experience in areas of clinic/hospital/medical school management, university administration, or related fields.</li> <li>• 5 years of supervisory experience.</li> <li>• Demonstrated proficiency with Excel, Word, PowerPoint, and Outlook software</li> <li>• Experience in handling strategic human resource issues and an understanding of finance in higher education and/or not-for-profit organizations.</li> <li>• Extensive and progressive leadership/management experience preferably in the area of academic support services (human resources, financial operations, budgeting, procurement, etc.)</li> <li>• Experience with project management and resource allocation.</li> </ul> <p><input type="checkbox"/> Valid Driver's License</p> <p><input type="checkbox"/> Other License(s) or Certification(s) _____</p>	
<p>Preferred Qualifications:</p> <ul style="list-style-type: none"> <li>• Experience with higher education and university policies, procedures, and leadership.</li> <li>• Experience directing the management of facilities projects from concept to completion.</li> <li>• Experience in administration of healthcare clinical practice plans.</li> <li>• Experience in administration of medical residency programs.</li> <li>• Experience in operational supervision of clinical practices; HIPAA compliance; clinical billing and reimbursement.</li> <li>• Knowledge of PeopleSoft Finance and Human Resource Management System (HRMS) software.</li> <li>• Knowledge of North Dakota University System and University of North Dakota policies and procedures.</li> </ul>	
<p>Competencies required: (i.e. ability to..., demonstrated leadership skills, strong communication skills)</p> <ul style="list-style-type: none"> <li>• Proven leadership skills with outstanding people, project management, and organization skills.</li> <li>• Demonstrated understanding of marketing communications and their importance to the brand and mission of the SMHS.</li> <li>• Demonstrated evidence of strong interpersonal, verbal, and written communication skills, especially with senior management and board level constituencies.</li> <li>• Excellent negotiation and facilitation skills.</li> <li>• Demonstrated commitment to working with a diverse population of faculty, students, and staff, and a commitment to a culture of professionalism with a customer service focus.</li> <li>• Demonstrated record of achievement in administration to include policy formulation, strategic planning, and day-to-day oversight of resource allocation processes.</li> <li>• Ability to travel locally, regionally, and nationally to advise, educate, and advocate for the SMHS and UND.</li> </ul>	

Work safety requirements:

- Follow safety rules and promote safe behavior
- Help identify unsafe working conditions and notify supervisor or Office of Safety
- Ensure the safety policies and procedures are being followed
- Report incidents and near misses to supervisor or Office of Safety within 24 hours
- Complete all required safety and other mandatory training requirements

Work habit requirements:

- Attendance and punctuality consistently maintained; follows correct procedures for notification
- Use work time appropriately for work activities; attend meetings promptly
- Demonstrate flexibility in scheduling and accepting work assignments
- Follow procedures for requesting leave and reporting absences; provide necessary documentation/releases
- Remain calm, professional, and collegial in all circumstances

2. RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING CLASSIFIED POSITIONS		
Position Number	Job Family and Title of Persons Supervised	FTE
100709	Director of Finance	1.0
15756	Associate Director of Budget and Facilities Management	1.0
13913	Associate Director of Records Management	1.0
13601	Administrative Assistant	1.0
<b>3. INDIRECT SUPERVISION:</b>		
Total number of classified positions indirectly supervised:		2
Total number of student employees or other non-classified employees indirectly supervised:		

<b>4. HAZARDOUS WORKING CONDITIONS</b>	Unusual or hazardous working conditions related to performance of duties:  N/A
	Precautionary measures taken to avoid those unusual or hazardous working conditions:  N/A
	Frequency of occurrence of unusual or hazardous working conditions:  N/A

5. This position is classified as: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt (eligible for overtime)		
<b>Executive</b> <input type="checkbox"/> Meets FLSA Salary Requirements	<b>Administrative</b> <input checked="" type="checkbox"/> Meets FLSA Salary Requirements	<b>Professional</b> <input type="checkbox"/> Meets FLSA Salary Requirements
<input type="checkbox"/> Primary duty is management of the enterprise or recognized department/subdivision  <input type="checkbox"/> Does the employee have the authority to hire or fire or provide suggestions/recommendations to hire, fire, promote or change status of other employees	<input checked="" type="checkbox"/> Primary duty is office/non-manual work related to management policies/general business operations  <input type="checkbox"/> Work directly related to academic instruction or training	<input type="checkbox"/> Primary duty is work requiring knowledge of advanced type in science or learning  <input type="checkbox"/> Work is original and creative in a field of artistic endeavor  <input type="checkbox"/> Work is teaching in educational institution  <input type="checkbox"/> Work requires theoretical/practical application of highly specialized knowledge in computer systems analysis, programming and software engineering and employee is employed and engaged in these activities
<input type="checkbox"/> Customarily and regularly directs the work of two or more other employees	<input checked="" type="checkbox"/> Customarily and regularly exercises discretion and independent judgment in matters of consequence	<input type="checkbox"/> Work requires consistent exercise of discretion and judgment

**6. PHYSICAL JOB REQUIREMENTS:** Indicate according to essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit			X	
Use hands dexterously (use fingers to handle, feel)		X		
Reach with hands and arms		X		
Climb or balance	X			
Pulling/Tugging/Twisting		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear			X	
Taste or smell	X			
Lift & carry: up to 10 pounds		X		
up to 25 pounds	X			
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

Other (Please Explain):

My signature below indicates I have read and understand the description of the duties and responsibilities assigned to the position. I also understand that my supervisor and the institution has the right to make changes to duties and work schedule to meet business needs.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**PLEASE ATTACH A BLACK AND WHITE ORGANIZATIONAL CHART**