

**MPP Position**

**Description**

**Department:**  (insert department name here) **Position Reports To:** (insert title)

**Working Title:** (Assoc Dir, Dir, AVP or VP title) **Classification:**  Administrator (insert I, II, III, or IV)

**Time Base:** (insert Full time or Part time) **Range Code:**

**Class Code: Exempt or Non-Exempt:** Exempt

**Position Number: Last Update:** (insert date 00/00/00)

**MPP Job Code:**

**PURPOSE OF POSITION:**

(Provide a brief overview of the purpose of the position.)

**MAJOR RESPONSIBILITIES:**

% of Time

1. Leadership/Management 25%
2. Strategic Planning 25%
3. University/Community Partnership 25%
4. Functional Oversight Management 25%

**LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:**

1. **LEADERSHIP/MANAGEMENT:**

Acts as a change champion. Leads courageously by addressing difficult issues. Works to resolve issues at the peer level and takes measures to mitigate future issues. Supports and moves new initiatives forward. Identifies current and future challenges and proposes effective solutions. Understands what issues require a “sense of urgency” and handles accordingly. Ensures confidentiality around sensitive issues. Facilitates an environment that motivates, empowers, and inspires commitment from employees. Assumes good intent with one another and work on the premise of trust. Demonstrates commitment to creating and sustaining a diverse and inclusive workforce. Provides clear direction. Communicates effectively and with purpose. Creates and implements methods for improving individual and team performance. Builds effective teams committed to organizational goals. Works with a spirit of collaboration, inclusion, respect and collegiality. Takes ownership of issues and demonstrates accountability. Creates an environment in which employees are recognized for their accomplishments and contributions to the success of the team. Builds competence in others through effective coaching, performance management and mentoring. Supports and encourages professional and career development for employees. Fosters a culture of support and success for new hires by utilizing effective onboarding methods. Understand the university’s mission and vision and how the department/division work activities and goals support the mission. Ensures cross-divisional support and participation. Recognizes, understands, and appreciates different roles across the institution. Identifies and calls advocacy behavior. Speaks and advocates with one common voice. Determines, effectively allocates, and coordinates resources.

1. **STRATEGIC PLANNING:**

As a strategic partner, recommends, creates, and implements long and short term strategic plan goals and operational plans for (insert functional area/department/division). Ensures (insert functional area/department/division) goals align with and support the overall mission of the university. Motivates and encourages commitment to achievement of strategic plans. Effectively communicates the strategic initiatives. Accomplishes strategic goals for (insert functional area/department/division).

1. **UNIVERSITY/COMMUNITY PARTNERSHIP:**

As a member of the campus community, ensures a community focused strategy to support the university’s mission. Identifies and anticipates community needs. Builds effective strategic alliances internally and externally. Collaborates with business partners in the achievement of university goals that support the university’s mission. Initiates and develops strong working relationships with the community. Recognizes the importance of collective strength, knowledge, and information. Actively solicits and acts upon feedback. Develops and implements solutions. Successfully negotiates through persuasion. Gains support and commitment from others. Works to find common ground and group consensus. Takes the necessary measures to solicit and influence internal and external support. Demonstrates commitment to diversity.

1. **FUNCTIONAL OVERSIGHT/MANAGEMENT:**

Oversees the effective management of (insert the administrative/functional areas over which the position is responsible. Statements should reflect the “what” not the “how”).

**SUPERVISION OF OTHERS:**

(Insert list of working titles and classifications of positions directly supervised by this position.)

**PURPOSE AND NATURE OF WORK RELATIONSHIPS:**

(Insert a general statement reflecting the usual types of people on and off campus with whom this employee interacts on a continuing basis, the nature of the contacts, and frequency of interactions.)

**REQUIREMENTS OF POSITION:**

1. **List education and experience required**
   * Bachelor’s degree in (insert field or discipline) or related field**plus** (insert number of years) years of progressively responsible (may insert specialized experience) work experience which includes a minimum of (insert number of years) years leading and/or supervising the work of others; or an equivalent combination of education and experience.
   * (Insert any special certifications or licenses required or other special requirements.)
   * Preferences
     1. Demonstrated commitment and ability to advance the University’s goals in the areas of diversity and inclusive excellence.
     2. (Insert preferred additional education or specialized certification if applicable.)
     3. Work experience in an academic setting, ideally Public Higher Education.
2. **List knowledge, skills, and abilities required for this position.**
   * Leadership / Vision:
   * Commitment to CSUSM’s mission and goals as a student-centered university dedicated to teaching excellence and active learning with a university first perspective and a customer focused strategy.
   * Ability to establish a clear and understandable vision for the (Department Name), engage the university community in the implementation of the vision, and build the operational components to execute the vision.
   * Ability to lead and enable groups of people to face challenges and achieve results in complex conditions.
   * A commitment to diversity, inclusiveness and access in all areas of the university.
   * Management / Conflict Resolution / Problem Resolution / Initiative / Continuous Improvement:
   * Successful experience managing a complex organization.
   * Experience building and managing an effective world-class team dedicated to organizational goals and high performance.
   * Experience with directing, supervising, motivating and inspiring others; measuring the performance of people, teams and organizations, and assessing performance and progress.
   * Familiarity with collective bargaining and administering corrective action as appropriate in a collective bargaining environment.
   * Ability to develop and support on-going learning and professional development for staff, managers and emerging leaders.
   * Ability to lead courageously by addressing difficult issues.
   * Ability to prioritize and handle issues based on sense of urgency and importance of the issues.
   * Ability to ensure confidentiality around sensitive issues.
   * Ability to initiate and support innovation with creativity, openness to change, flexibility, responsiveness, and future focus.
   * Ability to apply quality management techniques of continuous improvement and employee involvement to assess and improve services, promote campus culture and build teams.
   * Ability to identify current and future challenges and propose and implement effective solutions.
   * Experience making effective decisions with sound analytical ability, good judgment and strong operational focus.
   * Communication:
   * Excellent oral and written communication skills.
   * Ability to communicate effectively and with purpose to a variety of audiences.
   * Successful negotiation and persuasion skills.
   * Strategic planning / Goal Setting:
   * Experience in strategically supporting growth and/or change.
   * Experience creating and implementing long and short term goals.
   * Experience in determining and coordinating resource allocations.
   * Ability to collaborate with multiple entities to plan and accomplish the objectives set forth in the university’s strategic master plan, coordinating ongoing multiple large and complex projects from conception to completion in a centralized and highly regulated environment.
   * Ability to find solutions that result in prudent decisions, to promote mutual satisfaction and positive action, and to develop imaginative approaches to achieve individual, unit and institutional strategic initiatives.
   * Ability to apply forward-thinking and creative thought with high ethical standards to develop strategic vision.
   * Teamwork / Collaboration:
   * The ability to work effectively and build strong alliances internally and externally with a broad range of individuals to bring the University community together around shared goals.
   * Ability to recognize, understand, and appreciate different roles across the institution.
   * Functional Area Expertise:
   * (Insert any specialized knowledge, skills and abilities required for this position.)
3. **List machines, tools, equipment, and motor vehicles used in the performance of the duties**
   * Standard office and communication equipment.
4. **List unique working conditions**

* Occasional overnight travel.

1. **Other Employment Requirements**
   * The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

* This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.
* This position is a “designated position” in the California State University’s Conflict of Interest Code. The incumbent in this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.
  + - Does this position require a pre-employment physical or medical exam? If so, include the following language: Must successfully meet and pass a pre-employment medical examination and drug screen.
    - This position is required to complete mandatory campus trainings including, but not limited to: Sexual Harassment Training; Information Security Awareness Training; Sexual Violence Prevention (Title IX) Training.

**PHYSICAL EFFORT, MENTAL EFFORT AND ENVIRONMENTAL FACTORS:**

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

**PHYSICAL EFFORT**

Number of hours/day Number of hours/day

N/A 1-2 3-4 5-6 7+ N/A 1-2 3-4 5-6 7+

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Sitting |  |  |  |  |  |  | 17. Fine manipulation | |  |  |  |  |  |
| 2. Standing |  |  |  |  |  |  | | 18. Simple grasping |  |  |  |  |  |
| 3. Walking |  |  |  |  |  |  | | 19. Power grasping |  |  |  |  |  |
| 4. Bending (neck) |  |  |  |  |  |  | | 20. Lifting or carrying |  |  |  |  |  |
| 1. Bending (waist) |  |  |  |  |  |  | | A. 10 lbs or less |  |  |  |  |  |
| 6. Twisting (neck) |  |  |  |  |  |  | | B. 11 to 25 lbs |  |  |  |  |  |
| 7. Twisting (waist) |  |  |  |  |  |  | | C. 26 to 50 lbs |  |  |  |  |  |
| 8. Crawling |  |  |  |  |  |  | | D. 51 to 75 lbs |  |  |  |  |  |
| 9. Climbing |  |  |  |  |  |  | | E. 76 to 100 lbs |  |  |  |  |  |
| 10. Reaching (above shoulder) |  |  |  |  |  |  | | F. Over 100 lbs |  |  |  |  |  |
| 11. Reaching (below shoulder) |  |  |  |  |  |  | 21. Keyboard use | |  |  |  |  |  |
| 12. Walking on uneven ground  13. Crouching |  |  |  |  |  |  | 22. Mouse use | |  |  |  |  |  |
| 14. Kneeling |  |  |  |  |  |  | 23. Repetitive use of hands/arms | |  |  |  |  |  |
| 15. Balancing |  |  |  |  |  |  | 24. Repetitive use of legs/feet | |  |  |  |  |  |
| 16. Pushing or pulling |  |  |  |  |  |  | 25. Eye/hand coordination | |  |  |  |  |  |

Yes No

|  |  |  |
| --- | --- | --- |
| 26. Driving cars, trucks, forklifts and other equipment |  |  |
| 27. Being around scientific equipment and machinery |  |  |

**MENTAL EFFORT ENVIRONMENTAL FACTORS**

Number of hours/day Number of hours/day

N/A 1-2 3-4 5-6 7+ N/A 1-2 3-4 5-6 7+

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Directing others |  |  |  |  |  |  | 1. Inside |  |  |  |  |  |
| 2. Writing |  |  |  |  |  |  | 2. Outside |  |  |  |  |  |
| 3. Using math/calculations |  |  |  |  |  |  | 3. Humid |  |  |  |  |  |
| 4. Talking |  |  |  |  |  |  | 4. Hazards |  |  |  |  |  |
| 5. Working at various tempos |  |  |  |  |  |  | 5. High places |  |  |  |  |  |
| 6. Concentrating amid distractions |  |  |  |  |  |  | 6. Hot |  |  |  |  |  |
| 7. Remembering names |  |  |  |  |  |  | 7. Cold |  |  |  |  |  |
| 8. Remembering details |  |  |  |  |  |  | 8. Dry |  |  |  |  |  |
| 9. Making decisions |  |  |  |  |  |  | 9. Wet |  |  |  |  |  |
| 10. Working rapidly |  |  |  |  |  |  | 10. Extreme change of temp |  |  |  |  |  |
| 11. Examining/  observing details |  |  |  |  |  |  | 11. Dirty/dusty |  |  |  |  |  |
| 12. Discriminating colors |  |  |  |  |  |  | 12. Exposure to gas, fumes or chemicals |  |  |  |  |  |
|  | | | | | | | 13. Odors |  |  |  |  |  |
|  | | | | | | | 14. Noisy |  |  |  |  |  |
|  | | | | | | | 15. Working w/others |  |  |  |  |  |
|  | | | | | | | 16. Working around others |  |  |  |  |  |
|  | | | | | | | 17. Working alone |  |  |  |  |  |

**SIGNATURES**

The last sheet for any staff job description should contain the signature sheet. Signatures will include the incumbent’s signature (if applicable) or new employee; the supervisor’s signature and all pertinent administrative personnel.

**Employee: (Insert current incumbent’s name or indicate vacant if applicable.)**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appropriate Administrator: (Insert name and title of next level supervisor.)**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dean/Department Head/Director/AVP (optional)**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vice President:**  **(Optional)**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_