Assistant Director of Administration and External Projects - NFSMI

**Definition of Class**
This is a supervisory position in which the incumbent plans, develops, manages, and supervises the National Food Service Management Institute’s (NFSMI) financial and administrative operations for Grants Management, including External Projects. The incumbent is responsible for ensuring that projects are completed on schedule and that federal and state regulations are followed. The incumbent exercises discretion and independent judgment. Incumbent acts for the Executive Director in his/her absence on an ongoing basis or as requested.

**Examples of Work Performed**
Performs needs analysis of the Institute’s activities and operations.

- Prepares annual budget reports. Establishes and directs maintenance of all records and documents required to control budget functions and supervise expenditures. Oversees transfers of funds, redeployment, and fiscal closing. Reviews all funding from the Department of Agriculture and other external sources.

- Establishes terms and negotiates contracts with The University of Southern Mississippi for Applied Research Division. Provides guidance for fiscal reporting and closing.

- Analyzes and develops solutions to complex fiscal problems. Develops reports to display current financial data to enable confident management decision-making.

- Develops and has approval responsibility for internal staff personnel policies, procedures, and regulations to maximize the Institute’s efficiency. Ensures compliance with all Human Resources Departments’ policies and requirements. Administers personnel actions for the institute.

- Develops or reviews reports on personnel administrative tasks.

- Oversees all Institute payroll and employee benefits records and reports.

- Plans and establishes Institute policies in general operating managers. Anticipates and resolves grievances, complaints, and problems.

- Establishes procedures for the Institutes clerical operations, including direction of establishment and maintenance of all administrative systems.

- Acts as a liaison with the University’s administrative departments to conduct Institute business and assure access to all University resources.

- Works with state departments of education, nutrition education coordinators, and food service professionals to assess program needs, identify goals, and plan Institute strategies to meet those needs.

- Assesses proposals from clients. Prepares contracts including negotiating terms and conditions. Consults with clients to assist in program implementation. Drafts administrative guidelines.

- Supervises contract implementation, accounting procedures, promotion and marketing strategies, warehouse operations, and field services.

- Assembles a group of consultants nationwide to meet the needs of clients. Develops and maintains a directory of the skills and abilities of each one. Maintains contact. Brokers contracts between consultants and clients. Oversees all financial and logistical arrangements of programs.
Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Analyzes and controls fiscal documents and reports.
2. Administers general and personnel policies and procedures.
3. Accountable for program planning, preparation, and coordination of NFSMI external projects.
4. Administers and oversees external project awards.
5. Acts as a broker for clients and consultants on external projects.
6. Supervises accounting procedures, promotion and marketing programs, warehouse operations, and field services.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to talk and hear. The incumbent is periodically required to sit and use hands to finger, handle, or feel. The incumbent is occasionally required to stand; walk; reach with hands and arms; climb or balance.

**Experience/Educational Requirements:**

- **Education:**
  Master's Degree from an accredited four-year college or university in business administration, accounting, mathematics or a related field.

  AND

- **Experience:**
  Ten (10) years of experience related to the above described duties.

- **Substitution Statement:**
  Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.
Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer.
The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.