AUBURN
Human Resources

Strategic Business Officer

Job Description

JOB INFORMATION

Job Code	KC22
Job Description Title	Strategic Business Officer
Pay Grade	FO16
Range Minimum	$126,740
33rd %	$168,980
Range Midpoint	$190,110
67th %	$211,230
Range Maximum	$253,470
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
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JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Business Administration

JOB SUMMARY

The Strategic Business Officer supports the campus's organizational planning infrastructure, drives process improvements, and ensures the efficient utilization of resources by leading the efforts to enhance operational efficiency and effectiveness of the university by championing initiatives with a university-wide impact. The focus is on optimizing processes, promoting lean practices, and fostering a culture of operational excellence.

RESPONSIBILITIES

- Leads initiatives with a university-wide impact to enhance operational efficiency and service quality. Supports organizations such as Human Resources, Financial Services & Controller, Budgets & Business Operations, Facilities Management, Administrative Effectiveness, and other units to drive increased efficiency and effectiveness, and Strategizes and executes projects, policies, and practices across the entire university.
- Optimizes resources, streamlines processes, and improves the overall experience for campus stakeholders.
- Develops and maintains the organizational planning infrastructure to support various departments and units. This involves creating frameworks, methodologies, and tools to facilitate long-term and short-term planning and to ensure that plans align with the university's strategic goals and objectives. Identifies, assesses, and implements process improvements utilizing the business systems. Compares and assesses best practices by benchmarking against similar institutions.
- Promotes practices to enhance the campus infrastructure. Identifies areas of continuous improvement, and implements efficient processes to optimize productivity throughout the campus infrastructure.
- Integrates and aligns business systems with core University systems to enhance managerial capabilities, optimize efficiency, effectiveness, and workflow execution, and optimally utilize the systems within the organizations. Develops and implements necessary policies, practices, and procedures.
- Conducts thorough analyses of existing processes, identifies bottlenecks, and implements changes to streamline workflows. The focus is on optimizing resource allocation and reducing redundancies to achieve higher operational efficiency.
- Drives a culture of operational excellence throughout the university. Sets benchmarks for performance excellence, establishes key performance indicators (KPIs), and monitors progress toward achieving operational excellence goals. Fosters a mindset of continuous improvement among staff and stakeholders.
- Manages and leverages data to make informed decisions and enhances university-wide operations. Oversees data collection, storage, analysis, and reporting. Uses data analytics to identify trends, assess performance, and inform strategic decision-making.
- Leads change management efforts related to process improvements and system implementations. Develops strategies, assesses the impact of changes, and ensures a smooth transition through effective communication and training. Manages projects for infrastructure development, process enhancement, and system integration, ensuring alignment with university goals.

RESPONSIBILITIES

- Leads and provides oversight to the delivery of information technology services to the units and organizations to ensure excellent customer service in areas such as IT help desk support, general administration, hardware and software support, vendor relationships management, procurement life cycles, and management and oversight of departmental websites.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline. Master's degree in Business Administration, Information Systems, Information Technology, or related field is desired.	and	10 years of	Experience in process improvement, data analysis, and/or project management. At least 5 years of experience managing and supervising employees. At least 5 years of experience managing within a university environment is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong leadership and management skills to guide and motivate teams toward achieving operational excellence and organizational goals.	
Knowledge in implementing and integrating business processes and systems to drive process improvement and efficiency.	
Advanced data analysis and visualization skills, with the ability to derive actionable insights from data to inform decision-making.	
Advanced understanding of policies and operating procedures within a university environment, particularly in the context of business and administrative units.	
Ability to interpret business data, operational processes, and strategic vision, translating them into actionable plans and recommendations.	
Understanding of the business environment of a large university system, including a basic understanding of the university system's policies and operating procedures.	
Knowledge of business systems analysis methodologies and a keen awareness of current technological developments and trends in this field.	
Current knowledge of relevant state-of-the-art technology, equipment, and systems used in the context of business and administrative operations.	
Knowledge of agile methodologies, with a detailed focus on deployment and integration processes, enabling adaptability and efficiency in project management.	
Strong ability to analyze, organize, and prioritize work effectively, even when facing multiple deadlines, ensuring tasks are completed efficiently and on schedule.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Public Accountant (CPA)			Desired	Or
Certified Project Management Professional (PMP)-PMI			Desired	Or
Other	Certified Educational Facilities Professional (CEFP) is desired		Desired	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking				X		
Sitting				X		
Lifting			X			Up to 10 pounds
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.