

Director of Business Operations
Old Dominion University

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Posted Apr. 30, 2025, set to expire Nov. 1, 2025

Job Title Director of Business Operations
Department FACILITIES MGMT ADMIN & SUPV
Institution Old Dominion University
Norfolk, Virginia

Date Posted Apr. 30, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - General

Job Website <https://jobs.odu.edu/postings/23113>

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Job Description

Job Summary

The Director Of Business Operations is a critical position reporting directly to the Assistant Vice President of Facilities Management and Construction. This position assists with all areas of the department. While involved in all areas of the department, primary focus areas for which this position is responsible include departmental financial management (including Budget Unit Director designation), departmental work monitoring through oversight of the Maintenance Support Center, department procurement, administrative and personnel matters. The incumbent is also responsible for direct supervision of the Business Manager. Director Of Business Operations duties to include budget preparation, financial forecasting, working with department Directors to ensure they manage within their budget and identifying ways to address any shortfalls in funding. Responsibilities also include preparing budget projections based on historical data adjusted for changes in financial requirements. As Budget Unit Director provide financial direction for the department making independent financial

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decisions. Monitor performance measurement metrics to ensure efficient and effective operations of the department and appropriate levels of customer satisfaction. Identify areas that need attention and implement corrective action to improve performance levels. Coordinate with other campus departments including Budget Office, Office of Finance, Procurement Services along with state agencies including Department of Fleet Management, Virginia Department of Transportation, and the Department of General Services. Position is designated "essential personnel" for emergency closings.

Minimum Qualifications

- **Master's degree in Business Administration, Accounting, Finance, or related field.**
- Considerable knowledge in managing workflow processes.
- Working knowledge of state and University personnel and procurement procedures.
- Excellent oral and written communication skills.
- Demonstrated ability to exercise judgment and interpret and implement administrative, financial, and work management policies and procedures.
- Demonstrated ability to establish and maintain effective working relationships with institutional officials, department staff and staff of other state agencies, local officials, and private sector vendors.
- Considerable experience in financial management, budget preparation, and public procurement.
- Considerable experience and knowledge in management of large complex organizations with skills in leadership and personnel management processes.

Preferred Qualifications

Working experience in a Facilities Management organization.

Working knowledge of fleet management, including procurement and maintenance programs.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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