

A decorative graphic on the right side of the page features three blue circles of varying sizes. A large circle is at the top, a medium one is below it, and a very large one is at the bottom right. Thin blue lines connect the top-left and top-right corners to the top circle, and another line connects the top-left corner to the middle circle. The bottom-right circle is partially cut off by the edge of the page.

G47 Global Initiative

Project Opportunities ~ Roles & Responsibilities

A succinct compendium of Social Humanitarian Roles and description of responsibilities as defined by that role.

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Project Opportunities; Roles & Responsibilities

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Executive

Chief Executive Officer

Plans and directs all aspects of an organization's policies, objectives, and initiatives. Responsible for the short- and long-term profitability and growth of the company. May require a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May preside over board of directors.

Chief Financial Officer

Responsible for directing an organization's overall financial policies. Oversees all financial functions including accounting, budget, credit, insurance, tax, and treasury. Designs and coordinates a wide variety of accounting and statistical data and reports. Requires a bachelor's degree and at least 15 years of direct experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to CEO or COO.

Chief Operating Officer

Plans and directs all aspects of an organization's operational policies, objectives, initiatives. Responsible for the attainment of short- and long-term financial and operational goals. Directs the development of the organization to ensure future growth. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to chief executive officer.

Chief Information Technology Officer

Establishes and directs the strategic long-term goals, policies and procedures for an information technology department. Determines an organization's long-term systems needs and any hardware acquisitions needed to accomplish the organization's business objectives. May require an advanced degree in a related area with at least 10 years of experience in the information technology field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a CEO or COO.

Chief Technology Officer

Responsible for the long-range direction of an organization's technology function. Directs the strategic design, acquisition, management, and implementation of an enterprise-wide technology infrastructure. Maintains technology standards for the organization. Directs the activities necessary to keep the

technology infrastructure running seamlessly, efficiently, and effectively while ensuring compliance with established standards and policies. May require an advanced degree in a related area with at least 15 years of experience in the information technology field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a Chief Information Technology Officer or a Chief Executive Officer.

Chief Information Security Officer

Responsible for determining enterprise information security standards. Develops and implements information security standards and procedures. Ensures that all information systems are functional and secure. Requires a bachelor's degree with at least 12 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Operations

Operations Executive (Top)

Plans and directs all aspects of an organization's non-manufacturing operational policies, objectives, and initiatives. Develops policies and procedures for operational processes in order to ensure optimization and compliance with established standards and regulations. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Operations Manager

Manages the day-to-day activities of an organization's non-manufacturing operations department. Assists in evaluating current and proposed systems and procedures. Recommends changes when necessary and assists in implementation of new processes. Requires a bachelor's degree with at least 8 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a senior manager or head of unit/department.

Enterprise Operations Executive (Top)

Plans and directs all aspects of the organization's technical infrastructure. Oversees implementation and maintenance of enterprise-wide system tools and ensures scalability and accessibility of applications or services. Establishes and approves operating policies to mitigate risk. Requires a bachelor's degree in area of specialty and at least 15 years of experience in the field or in a related area. Familiar with a

variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Marketing

International Marketing Executive (Top)

Plans and directs all aspects of an organization's international marketing policies, objectives, and initiatives. Identifies changes in the marketing environment or changes in competitive strategies and evaluates, adjusts, or redrafts the organization's international marketing plan and philosophy accordingly. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Marketing Executive (Top)

Plans and directs all aspects of an organization's marketing policies, objectives, and initiatives. Identifies changes in the marketing environment or competitive strategies and evaluates, adjusts, or redrafts the organization's marketing plan and philosophy accordingly. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Association Executive (Chief)

Plans and directs all policies, objectives, and initiatives for an association, foundation, coalition, or other similar organization. Responsible for the development, promotion, and operations of the organization. Ensures all activities support the focus of the organization. May represent the organization in the community or serve as spokesperson. May require a bachelor's degree with at least 10 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May preside over board of directors/trustees.

International Marketing Manager

Develops and implements strategic international marketing plans for an organization. Stays abreast of changes in assigned marketing environment to best serve the objectives of the organization and adjusts

plans accordingly. Researches and develops pricing policies and recommends appropriate sales channels. Requires a bachelor's degree in business, marketing, or related area, and at least 7 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Marketing Director

Directs and oversees an organization's marketing policies, objectives, and initiatives. Conducts market research and develops marketing plans for specific products, services, or business lines. Reviews changes to the marketplace and industry and adjusts marketing plan accordingly. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Marketing Manager

Develops and implements strategic marketing plans for an organization. Stays abreast of changes in the marketing environment to best serve the objectives of the organization and adjusts plans accordingly. Researches and develops pricing policies and recommends appropriate sales channels. Requires a bachelor's degree with at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Marketing Manager - Social Media

Develops and implements the organization's social media strategy, including marketing plans that leverage social media outlets. Responsible for development and maintenance of online content that attracts attention, generates interest, and is easily shared with social networks. Establishes relationships with bloggers and other members of the online community. May work with technical personnel in the development of tools that allow for easy integration with a social network. Requires a bachelor's degree with at least 7 years of marketing experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Marketing Communications Specialist

Creates communications programs that effectively describe and promote the organization and its products including graphics, brochures, company or product fact sheets, logos, or other promotional products. Researches and develops content for publication of products. Prepares presentations and/or speeches geared towards employees. Requires a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of

tasks. A certain degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

Market Research

Market Research Director

Responsible for the market research department. Directs and oversees an organization's marketing policies, objectives, and initiatives. Manages a team to review changes to the marketplace and industry and adjusts marketing plan accordingly. Analyzes existing goals and programs and recommends improvements. Requires a bachelor's degree in area of specialty and at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Market Research Manager

Manages market research efforts for the organization. Sets policies and practices for gathering research on market conditions, competitors and consumer trends. Analyzes and presents gathered research to sales, research and development, and management. Requires a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Market Research Analyst I

Collects and analyzes data to evaluate existing and potential product/service markets. Identifies and monitors competitors and researches market conditions or changes in the industry that may affect sales. Requires a bachelor's degree, and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Market Research Analyst II

Collects and analyzes data to evaluate existing and potential product/service markets. Identifies and monitors competitors and researches market conditions or changes in the industry that may affect sales. Requires a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Market Research Analyst III

Collects and analyzes data to evaluate existing and potential product/service markets. Identifies and monitors competitors and researches market conditions or changes in the industry that may affect sales. Requires a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May report to an executive or a manager. A wide degree of creativity and latitude is expected.

Market Research Analyst IV

Collects and analyzes data to evaluate existing and potential product/service markets. Identifies and monitors competitors and researches market conditions or changes in the industry that may affect sales. Requires a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager.

Social Media Analyst, Sr.

Collects and analyzes data related to social media marketing campaigns. Assists organizations in identifying appropriate social media channels for their specific business needs, and tailors campaigns to the target audience. Tracks performance of various social media initiatives and develops/implements changes to improve business results. Requires a bachelor's degree in area of specialty and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Finance

Asset Management Executive (Top)

Plans and directs all aspects of an organization's asset management policies, objectives, and initiatives. Plans asset strategies that increase revenue and high rate of return on investments. Ensures asset management services consistently meet organization's vision and investment goals. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Finance Director

Directs an organization's financial policies. Oversees all financial functions including accounting, budget, credit, insurance, tax, and treasury. Typically represents the 2nd most senior finance executive. Typically

requires an advanced degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Finance & Insurance Manager

Offers finance or insurance options to clients through established relationships with lenders/providers. Explains offerings and recommends products to meet the needs of the client. Negotiates contract terms and rates to meet the goals of the organization. Ensures applications and paperwork are completed correctly and in a timely manner. May require a bachelor's degree in area of specialty and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to head of a unit/department.

Budgeting Executive (Top)

Oversees all aspects of an organization's budgeting function. Responsible for coordinating budgeting procedures for collecting and analyzing an annual budget plan. Evaluates organization's actual performance to set budget. Not responsible for long-range planning. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Reinsurance Director

Responsible for the administration of reinsurance plans. Maintains plan records and ensures compliance with federal regulations. Communicates with customers and assists with plan design and distribution when necessary. Ensures timely accounting, reporting and auditing. Researches and analyzes reinsurance prices and specifications. Requires a bachelor's degree in area of specialty and at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A certain degree of creativity and latitude is expected. Typically reports to top management.

Controller

Responsible for directing an organization's accounting functions. These functions include establishing and maintaining the organization's accounting principles, practices, procedures, and initiatives. Prepares financial reports and presents findings and recommendations to top management. Requires a bachelor's degree and at least 15 years of direct experience in the field. Typically requires a CPA. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of

others. A wide degree of creativity and latitude is expected. Typically reports to top financial officer or CEO.

Escrow Officer

Responsible for providing escrow information to clients and loan officers. Provides mortgage holders with required tax documentation and escrow documents for filing tax returns. Reviews regulatory documents dealing with escrow issues and ensures completeness and legal compliance. Requires a bachelor's degree in area of specialty and 0-3 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager or head of a unit/department.

Estate Planning Director

Directs all aspects of the estate planning function including sales, staffing, and supervision. Participates in training and estate planning workshops. Ensures that the agency stays abreast of regulatory guidelines and new trends in the field. Requires a bachelor's degree in area of specialty and at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Estate Planning Consultant

Provides estate planning consultation to the agency work force. Develops and conducts any training or educational seminars necessary to guide agents and their clients through the procedural, legal, and financial aspects of their plans. Requires a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Forecast Planning Manager

Manages the organization's forecast planning function using inventory levels, production speed, and product demand to estimate output. Gathers and evaluates data to develop solutions for increasing production. May work with vendors and customers to determine optimal inventory levels. May require a bachelor's degree with 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to a head of a unit/department.

Financial Planning and Analysis Director

Directs and oversees competitive financial analysis and statistical studies. Reviews reports on historical and future trends in performance, return and depreciation to determine appropriate paths for financial

development. Reviews forecasts for a variety of departments and business opportunities. Heads corporate function which provides financial oversight, leadership and support. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Treasury Director

Responsible for carrying out the development and implementation of treasury functions. Allocates cash balances, maintains investment records and prepares expense and earning forecasts. May require a bachelor's degree in a related area and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to the treasurer.

International Trade Specialist

Responsible for coordinating credit and financial activities and obtaining payments for import/export operations. Acts as an advisor on matters of tariffs, markets, and federal and foreign regulations. Ensures that paperwork and letters of credit are completed accurately, in a timely manner, and according to trade laws. May negotiate letters of credit or handle issues with international banks. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Top Foreign Exchange Executive

Leads and directs an institution's foreign exchange functions. Sets corporate policies and procedures and ensures compliance with government laws and regulations. May require an advanced degree and at least 15 years of direct experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Foreign Exchange Manager

Manages trading functions to meet corporate financial goals. Services clients on international business issues by developing forecasts of hedging exposures. Must stay current with financial developments in foreign economies that affect clients and the organization. May require a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

International Controller

Responsible for directing the international accounting functions for an organization. These functions include establishing and maintaining the organization's accounting principles, practices, procedures, and initiatives. Prepares financial reports and presents findings and recommendations to top management. Requires an in-depth understanding of both US and international accounting principles. Requires a bachelor's degree and at least 15 years of direct experience in the field. Typically requires a CPA. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top financial officer or CEO.

Checking/Debit Card Business Manager

Manages a bank's debit card operation. Reviews and assesses bank's product offering and market penetration and recommends new product offerings based on analysis. May require a bachelor's degree and at least 8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Merchant Card Customer Service Manager

Manages a staff of merchant card customer service representatives and ensures that customers are retained, satisfied, and that their needs are fulfilled. Responsible for designing and implementing improved process or operational policies. Recommends changes to products or services to fulfill customer needs. Requires a bachelor's degree in area of specialty and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Account Management

Subsidiary Executive (Top)

Plans and directs all aspects of a subsidiary organization's policies, objectives, initiatives approved by the parent organization. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May serve as a director of the parent organization.

Account Management Executive (Top)

Directs and oversees an organization's account management policies, objectives, and initiatives. Plans client retention strategies and account strategies that increase revenue. Ensures products and services

consistently meet client needs. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Account Management Director

Defines business strategies by applying knowledge based on customer market. Responsible for retention and growth of the existing client base through individual efforts and efforts of the account management team to deliver profitable quality service. Manages client assignments. Builds strong customer relationships. Requires a bachelor's degree in area of specialty and 8-10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Account Management Manager

Manages and develops client accounts to initiate and maintain favorable relationship with clients. Responsible for leading a team of account managers dedicated to meeting the operational needs of assigned client segments. Requires a bachelor's degree in area of specialty and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to head of a unit/department.

Account Executive, Sr.

Develops and maintains favorable relationships with new and existing clients in order to increase revenue. Ensures that organizational goods or services consistently meet client needs. May be responsible for sustaining and renewing client contracts. Reports on sales activities and creates sales quotations for customers. Typically handles larger or more complex client accounts. May require a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Account Executive

Develops and maintains favorable relationships with new and existing clients in order to increase revenue. Ensures that organizational goods or services consistently meet client needs. May be responsible for providing sales quotations as well as sustaining and renewing client contracts. May require a bachelor's degree in area of specialty and at least 3 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on

experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

Accounting

Accounting Executive (Top)

Oversees all aspects of an organization's accounting function. Responsible for planning and directing ledger accounts, financial statements, and cost control systems. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Accounting Director

Responsibilities include directing and overseeing all or one of the following accounting functions: general accounting, payroll, and cost accounting. Requires a bachelor's degree in area of specialty with at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Accounting Manager

Responsible for managing the general accounting function. Oversees the completion of ledger accounts and financial statements. Evaluates and makes appropriate improvements to internal accounting processes ensuring that practices are in line with the overall goals of the organization. Designation of CPA may be required. Requires a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Accountant I

Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. May require a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Accountant II

Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Accountant III

Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Requires a bachelor's degree in area of specialty, and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Accountant IV

Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Requires a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Audit

Audit Executive (Top)

Oversees all aspects of an organization's auditing function. Responsible for planning and directing all accounting and financial data. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Auditing Director

Directs the auditing of accounting and financial data of various departments within an organization. Designs, develops, and implements of internal auditing policy and procedure within the organization. Ensures accuracy and compliance with government guidelines and laws. Identifies improper accounting or documentation and makes recommendations for improvement to top management. May require a bachelor's degree in area of specialty and at least 10 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Auditing Manager

Oversees the auditing of accounting and financial data of various departments within an organization. Assists in the design and administration of audit policy and procedure within the organization. May require a bachelor's degree in area of specialty and at least 8 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Banking Operations

Banking Operations Director

Directs all duties and functions of departments for a financial institution. Plans and accomplishes business objectives. Establishes standards for work-related policies and procedures. Requires a bachelor's degree in area of specialty and at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

International Banking Manager

Directs and oversees a financial institution's international banking policies, objectives, and initiatives. Must stay current with international variances in cultural and legal issues as they pertain to banking. Responsible for the development and maintenance of banking services to international accounts. Requires a bachelor's degree with at least 5 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of unit/department.

Private Banking Director

Oversees all aspects of private banking activities regarding individuals with high net-worth. Responsibilities include development and adherence to the private banking deposit and loan volume goals, policies and procedures. Acts as a consultant for complex credit decisions. May require a bachelor's degree and at least 10 years of experience in the field or in a related area. Familiar with a

variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Private Banking Manager

Manages a team of private banking officers who are responsible for individuals with high net-worth. Responsibilities include overseeing maintenance of the private banking officers' deposit and loan volume and ensuring policies and procedures are met. Acts as an advisor for complex credit decisions. May require a bachelor's degree and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of unit or department.

Private Banker I

Manages a private banking portfolio of individuals with high-net worth. Responsible for accomplishing deposit and loan volume goals through customer service and adhering to policies and procedures. May require a bachelor's degree and 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Private Banker II

Manages a private banking portfolio of individuals with high net-worth. Responsible for accomplishing deposit and loan volume goals through customer service and adhering to policies and procedures. May require a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Private Banker III

Manages a private banking portfolio of individuals with high-net worth. Responsible for accomplishing deposit and loan volume goals through customer service and adhering to policies and procedures. May require a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager.

Branch Manager I

Manages all aspects of a branch office that handles loans/deposits up to \$25 million. Accountable for financial performance, customer satisfaction, and branch policies and procedures. Ensures the branch adheres to policies, objectives, and practices of the parent company. Develops and maintains business relationships with customers. May require a bachelor's degree and 2-4 years of experience in the field or

related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. Typically reports to the Regional Branch Manager.

Branch Manager II

Manages all aspects of a branch office that handles loans/deposits of \$25M- \$75M. Accountable for financial performance, customer satisfaction, and branch policies and procedures. Ensures the branch adheres to policies, objectives, and practices of the parent company. Develops and maintains business relationships with customers. May require a bachelor's degree and 3-5 years of experience in the field or related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. Typically reports to the Regional Branch Manager.

Branch Manager III

Manages all aspects of a branch office that handles loans/deposits of more than \$75 million. Accountable for financial performance, customer satisfaction, and branch policies and procedures. Ensures the branch adheres to policies, objectives, and practices of the parent company. Develops and maintains business relationships with customers. May require a bachelor's degree and 5-7 years of experience in the field or related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. Typically reports to the Regional Branch Manager.

Branch Manager Assistant

Assists the branch manager in the daily activities of the branch office. Collects loans, closes loans, and may initiate and sustain relationships with dealers. Requires a high school diploma with 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. May lead and direct the work of others. Typically reports to Branch Manager.

Group Branch Manager I

Manages a specific industry vertical group and/or geographic area of branches. Accountable for group's financial performance. Typically, aggregate of group's loans and deposits between \$0M and \$500M. Establishes goals and performance levels for specified branches according to goals set by the organization. Ensures branches have the tools and personnel needed to meet goals. Requires a bachelor's degree with at least 8 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Group Branch Manager II

Manages a specific industry vertical group and/or geographic area of branches. Accountable for group's financial performance. Typically, aggregate of group's loans and deposits between \$500M and \$1B.

Establishes goals and performance levels for specified branches according to goals set by the organization. Ensures branches have the tools and personnel needed to meet goals. Requires a bachelor's degree with at least 8 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Group Branch Manager III

Manages a specific industry vertical group and/or geographic area of branches. Accountable for group's financial performance. Typically, aggregate of group's loans and deposits between \$1B and \$2B.

Establishes goals and performance levels for specified branches according to goals set by the organization. Ensures branches have the tools and personnel needed to meet goals. Requires a bachelor's degree with 10-12 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Group Branch Manager IV

Manages a specific industry vertical group and/or geographic area of branches. Accountable for group's financial performance. Typically, aggregate of group's loans and deposits greater than \$2B. Establishes goals and performance levels for specified branches according to goals set by the organization. Ensures branches have the tools and personnel needed to meet goals. Requires a bachelor's degree with 10-12 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Branch Service Manager I

Oversees daily branch activities. Manages and schedules tellers and customer service staff. Maintains financial records and budget. Implements and reviews bank policies and procedures. May require a bachelor's degree and 4-6 years of experience in the field or related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. Typically reports to the Branch Manager.

Branch Service Manager II

Oversees daily branch activities. Manages and schedules tellers and customer service staff. Maintains financial records and budget. Implements and reviews bank policies and procedures. May require a bachelor's degree and 5-7 years of experience in the field or related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. Typically reports to the Branch Manager.

Branch Service Manager III

Oversees daily branch activities. Manages and schedules tellers and customer service staff. Maintains financial records and budget. Implements and reviews bank policies and procedures. May require a bachelor's degree and 8-10 years of experience in the field or related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. Typically reports to the Branch Manager.

Banking Systems

Business Systems Executive (Banking)

Oversees all aspects of an organization's business banking systems. Plans and directs cost effective solutions to business issues. Implements technological service strategies to support business and user needs. Evaluates revenue potential; may be responsible for segment P&L. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Business Systems Executive (Banking)

Oversees all aspects of an organization's business banking systems. Plans and directs cost effective solutions to business issues. Implements technological service strategies to support business and user needs. Evaluates revenue potential; may be responsible for segment P&L. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Business Systems Manager (Banking)

Develops business banking strategies in order to reach branch sales and service goals. Monitors performance and productivity of the business systems group. May require a bachelor's degree and 8-10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Business Systems Officer (Banking)

Analyzes and evaluates business banking strategies in order to reach branch sales and service goals. Responsible for establishing performance measures and enhancing productivity. May require a bachelor's degree with at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and

accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department

Business & Relationship Development

Business Development Executive (Top)

Plans and directs all aspects of an organization's business development policies, objectives, and initiatives. Responsible for developing new market initiatives, assessing new markets, and analyzing business opportunities. Conducts financial feasibility studies and develops proposals for new business opportunities. May also be accountable for licensing initiatives and programs; duties include negotiating contracts, initiating proposals, and closing deals. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Business Development Director

Directs, establishes, maintains, and plans the overall policies and goals for a business development department. Identifies potential business partners and negotiates agreements. Works with product development, marketing and/or sales group to align with the company's growth strategy. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Business Development Manager, Sr.

Identifies and helps to develop strategic relationships with partners or potential customers. Leads development of new business opportunities that support the overall growth strategy. Manages the marketing, sales and product development teams to implement business development initiatives. Responsible for reviewing and analyzing the results of past campaigns and developing new initiatives and partnerships. May be expected to have an advanced degree in business management and at least 5 years of experience in business development. Generally manages a group of associate and business development professionals. Relies on experience and judgment to plan and accomplish goals. Typically reports to director or a VP of business development.

Business Development Manager

Identifies and helps to develop strategic relationships with partners or potential customers. Manages the marketing, sales and product development teams to implement business development initiatives. Requires a bachelor's degree in business, finance or marketing with 4 years of experience in the field or a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May

lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected.

Business Development Associate, Sr.

Identifies and helps to develop strategic relationships with partners or potential customers. Assists in the development of a strong pipeline of new customers and projects in accounts through direct or indirect customer contact and prospecting. Works with marketing, sales, and product development teams to implement business development initiatives. Requires a bachelor's degree in business, finance or marketing with at least 3 years of experience in the field or a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

Business Development Associate

Identifies and helps to develop strategic relationships with partners or potential customers. Assists in the development of a strong pipeline of new customers and projects in accounts through direct or indirect customer contact and prospecting. Works with marketing, sales, and product development

Business Development Officer (Select Customer),Sr.

Develops and implements select customer referral strategies in order to increase client satisfaction and portfolio growth for affluent professional customers. Responsible for initial relationship and follow-up with prospects. May require a bachelor's degree with at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Business Development Officer (Select Customers)

Develops and implements select customer referral strategies in order to increase client satisfaction and portfolio growth for affluent professional customers. Responsible for initial relationship and follow-up with prospects. May require a bachelor's degree with at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department

Business Banking Development Officer I

Develops business banking strategies in order to sell products and services to prospective clients. Responsible for the initial relationship with prospects and works with business banking relationship manager to close selling process. Requires a bachelor's degree in area of specialty and 1-3 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager or head of a unit/department.

Business Banking Development Officer II

Develops business banking strategies in order to sell products and services to prospective clients. Responsible for the initial relationship with prospects and works with Business Banking Relationship Manager to close selling process. Requires a bachelor's degree in area of specialty and 3-5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department

Business Banking Manager I

Manages relationships with business banking clients by providing service and support. Responsibilities include overseeing maintenance of client accounts and ensuring clients needs are met. May require a bachelor's degree and 7-10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Business Banking Manager II

Manages relationships with business banking clients by providing service and support. Responsibilities include overseeing maintenance of client accounts and ensuring clients needs are met. May require a bachelor's degree and at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Relationship Manager I (Business Banking)

Manages and maintains current business relationships and seeks new accounts. Responsible for a portfolio of small to mid-sized businesses. Requires a bachelor's degree in area of specialty and 1-3 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. Typically reports to a manager or head of a unit/department.

Relationship Manager II (Business Banking)

Manages and maintains current business relationships and seeks new accounts. Responsible for a portfolio of mid-sized businesses. Requires a bachelor's degree in area of specialty and 3-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. Typically reports to a manager or head of a unit/department.

Relationship Manager III (Business Banking)

Manages and maintains current business relationships and seeks new accounts. Responsible for a portfolio of large businesses. Requires a bachelor's degree in area of specialty and 5-8 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is required. Typically reports to a manager or head of a unit/department.

Relationship Manager IV (Business Banking)

Manages and maintains current business relationships and seeks new accounts. Responsible for a portfolio of large businesses and/or complex accounts. Requires a bachelor's degree in area of specialty and at least 8 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is required. Typically reports to a manager or head of a unit/department.

Cash Management

Cash Management Executive (Top)

Minimizes financial, reputational and regulatory risk to the firm and maximizes the utilization of organization funds. Responsible for determining cash requirements and maintaining cash flows, including banking accounts, long-and short-term debt and investment management. Typically manages the organization's bank accounts, including the oversight of staff responsible for account reconciliation, transfer of funds, or purchase or sale of foreign currencies. Requires a bachelor's degree in area of specialty and at least 15 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Cash Management Director

Determines corporate cash requirements and oversees short-term cash assets or liabilities. Develops corporate investment strategy while maintaining liquidity. Typically manages the organization's bank accounts, including the oversight of staff responsible for account reconciliation, transfer of funds, or purchase or sale of foreign currencies. May require a bachelor's degree and at least 8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to top management.

Cash Management Manager

Determines corporate cash requirements and maintains appropriate cash flow. Responsible for managing lockbox deposits and disbursements and wire transfer operations. May require a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the

field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to top management.

Cost Accounting

Cost Accounting Manager

Prepares and directs the implementation of cost accounting methods and activities. Oversees the cost control systems, manages and interprets cost audits, and prepares cost accounting reports for presentation to top management. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected. Manages the cost accounting staff and typically reports to top management.

Cost Accountant I

Determines and implements cost accounting procedures and methods. Responsible for the preparation and analysis of cost reports and costing audits. Examines and reviews unusual cost records and ensures cost data is allocated correctly. May require a bachelor's degree and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Cost Accountant II

Determines and implements cost accounting procedures and methods. Responsible for the preparation and analysis of cost reports and costing audits. Examines and reviews unusual cost records and ensures cost data is allocated correctly. May require a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Cost Accountant III

Determines and implements cost accounting procedures and methods. Responsible for the preparation and analysis of cost reports and costing audits. Examines and reviews unusual cost records and ensures cost data is allocated correctly. Requires a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected.

Cost Accountant IV

Determines and implements cost accounting procedures and methods. Responsible for the preparation and analysis of cost reports and costing audits. Examines and reviews unusual cost records and ensures cost data is allocated correctly. Requires a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager.

Cost Analyst I

Provides cost analysis results to assist senior management in decision making or other financial initiatives. Performs variance analysis between actual and standard costs. Monitors, analyzes and reports on inventory valuation, production and various other costs. Provides productivity analysis. Requires a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under general supervision. Typically reports to a supervisor or manager.

Cost Analyst II

Provides cost analysis results to assist senior management in decision making or other financial initiatives. Performs variance analysis between actual and standard costs. Monitors, analyzes and reports on inventory valuation, production and various other costs. Provides productivity analysis. Requires a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Cost Analyst III

Provides cost analysis results to assist senior management in decision making or other financial initiatives. Performs variance analysis between actual and standard costs. Monitors, analyzes and reports on inventory valuation, production and various other costs. Provides productivity analysis. Requires a bachelor's degree in area of specialty and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Cost Analyst IV

Provides cost analysis results to assist senior management in decision making or other financial initiatives. Performs variance analysis between actual and standard costs. Monitors, analyzes and reports on inventory valuation, production and various other costs. Provides productivity analysis.

Requires a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Economics

Economic Executive (Top)

Provides economic data, prepares interpretative reports, and provides leadership for the company's use of economic data and adaptation of economic models. Communicates the results of economic studies to the stakeholders and sets guidelines for corporate economic strategies. Understands the macro and micro economic environment and its impact on the industry. Typically requires a Ph.D in a field of specialty and at least 15 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. Typically reports to top management.

Economist (Corporate)

Conducts research and analysis on economic data/trends and provides interpretation. Organizes data into report format and arranges graphic illustrations of research findings. Interprets economic conditions and advises management on business implications. Requires a bachelor's degree in a related field and at least 2-4 years of experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager.

Sector Executive (Top)

Plans and directs a sector's activities, policies, objectives, and initiatives according to the mission of the organization. Ensures the sector meets budgeted financial goals and objectives. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Financial Analysis

Financial Analysis Executive (Top)

Plans and directs all aspects of an organization's financial analysis projects and statistical studies. Evaluates organizational projects or plans to determine financial impact. Ensures projects or departments are working towards achievement of the organization's financial goals. Not typically the lead decision maker of finance group. May require an advanced degree and at least 15 years of direct experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads

and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Financial Analysis Manager

Responsible for managing financial analysis projects and statistical studies. Projects may include evaluation of potential investments and divestitures as well as general economic outlooks. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Relies on experience and judgment to plan and accomplish goals. Manages financial analyst staff and typically reports to top management.

Financial Analyst I

Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Requires a bachelor's degree and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Financial Analyst II

Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Requires a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Financial Analyst III

Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Requires a bachelor's degree and 4-7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.

Financial Analyst IV

Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Requires a bachelor's degree in accounting or finance and may be expected to have an advanced degree in a related area with at least 7 years of related experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.

Financial Assistant (Corporate)

Provides assistance to the Corporate Financial Associates. Prepares business reports, proposals, and presentations. Responds to customer inquiries. May require a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Financial Associate (Corporate) I

Gathers and interprets financial data in order to assist in corporate financial decisions. Assists in determining and negotiating financial aspects of mergers and acquisitions. Advises on new investment opportunities for the company. Requires a bachelor's degree in area of specialty and 0-3 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager or head of a unit/department.

Financial Associate (Corporate) II

Gathers and interprets financial data in order to assist in corporate financial decisions. Assists in determining and negotiating financial aspects of mergers and acquisitions. Advises on new investment opportunities for the company. Requires a bachelor's degree in area of specialty and 3-5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A degree of creativity and latitude is expected. Typically reports to head of a unit/department.

Financial Associate (Corporate) III

Gathers and interprets financial data in order to assist in corporate financial decisions. Assists in determining and negotiating financial aspects of mergers and acquisitions. Advises on new investment opportunities for the company. Requires a bachelor's degree in area of specialty and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and

procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to head of a unit/department.

Financial Assistant (Public)

Provides assistance to the Public Financial Associates. Assists in the financing of taxable and tax-exempt bonds. Prepares business reports, proposals, and presentations. May require a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Financial Associate (Public) I

Gathers and interprets financial data in order to assist in funding public projects. Collaborates with public officials in analyzing the necessary bond and cash flow reports that are associated with the projects. Starts the offering process and may make recommendations to interested investors. Requires a bachelor's degree in area of specialty and 0-3 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager or head of a unit/department.

Financial Associate (Public) II

Gathers and interprets financial data in order to assist in funding public projects. Collaborates with public officials in analyzing the necessary bond and cash flow reports that are associated with the projects. Starts the offering process and may make recommendations to interested investors. Requires a bachelor's degree in area of specialty and 3-5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Financial Associate (Public) III

Gathers and interprets financial data in order to assist in funding public projects. Collaborates with public officials in analyzing the necessary bond and cash flow reports that are associated with the projects. Starts the offering process and may make recommendations to interested investors. Requires a bachelor's degree in area of specialty and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Financial Reporting

Financial Reporting Executive (Top)

Plans and directs all aspects of an organization's financial reporting processes. Ensures that all documentation complies with company's regulations and SEC and GAAP reporting guidelines. Stays abreast of regulatory changes and adjusts policies and procedures to maintain compliance. May oversee the work of external auditors. May require an advanced degree and at least 15 years of direct experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a complicated variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Financial Reporting Director

Directs and oversees the preparation and distribution of financial statements for external use. Ensures that all documentation complies with company's regulations, professional standards, and SEC and GAAP reporting guidelines. May serve as a liaison with or oversee the work of external auditors. Requires a bachelor's degree in a related area and at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Relies on experience and judgment to plan and accomplish goals. Manages the financial reporting staff and typically reports to top management.

Financial Reporting Manager

Responsible for managing the preparation and distribution of financial statements for external use. Ensures that all documentation complies with company's regulations and professional standards. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Relies on experience and judgment to plan and accomplish goals. Manages the financial reporting staff and typically reports to top management.

Financial Reporting Accountant I

Prepares financial statements for internal and external users. Collects and analyzes financial data, ensuring that all reporting is in compliance with SEC and GAAP reporting guidelines. Researches accounting rules and regulations and makes recommendations regarding company policy. Assists external auditors as needed. Requires a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Financial Reporting Accountant II

Prepares financial statements for internal and external users. Collects and analyzes financial data, ensuring that all reporting is in compliance with SEC and GAAP reporting guidelines. Researches

accounting rules and regulations and makes recommendations regarding company policy. Assists external auditors as needed. Requires a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Financial Reporting Accountant III

Prepares financial statements for internal and external users. Collects and analyzes financial data, ensuring that all reporting is in compliance with SEC and GAAP reporting guidelines. Researches accounting rules and regulations and makes recommendations regarding company policy. Assists external auditors as needed. Requires a bachelor's degree in area of specialty and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Financial Reporting Accountant IV

Prepares financial statements for internal and external users. Collects and analyzes financial data, ensuring that all reporting is in compliance with SEC and GAAP reporting guidelines. Researches accounting rules and regulations and makes recommendations regarding company policy. Assists external auditors as needed. Requires a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Financial Systems

Financial Systems Executive (Top)

Oversees all aspects of an organization's financial systems. Responsible for planning and directing the design, development, and implementation of financial models for accounting operations. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Financial Systems Manager

Oversees the operation, maintenance, and procedures of the organization's financial systems. Purchases and implements new software, maintains databases, and trains employees. Ensures that consistent practices are used throughout the company to maintain the integrity of the system. Works with the IT and finance departments to meet business requirements. Requires a bachelor's degree in area of

specialty at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Financial Systems Analyst

Responsible for the implementation and maintenance of financial software. Ensures that all financial modules are meeting organizational needs. Collaborates with IT and finance staff to meet business requirements; may be responsible for end user training. Ensures that consistent practices are used throughout the company to maintain the integrity of the system. Requires a bachelor's degree in a related area and 4-6 years of experience in the field or in a related area. Familiar with relational database concepts, and client-server concepts. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project lead or manager. A wide degree of creativity and latitude is expected.

Fundraising

Fundraising Executive (Top)

Plans and directs all aspects of an organization's fundraising policies and capital development initiatives. Develops fundraising strategies and campaigns. Researches new methods of fundraising and determines feasibility of new fundraising programs. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Fundraising Director

Develops fundraising strategies and oversees all aspects of fundraising programs. Creates fundraising goals and solicits funds to meet these goals. Identifies new donor bases and organizes initiatives to solicit funding. Requires a bachelor's degree in a related area and at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Fundraising Manager

Develops fundraising strategies and oversees all aspects of fundraising programs. Creates fundraising goals and solicits funds to meet these goals. Identifies new donors and organizes initiatives to solicit funding. May be responsible for developing major gift opportunities and writing grant proposals. Requires a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct

the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Fundraising Coordinator

Coordinates fundraising strategies and is responsible for most aspects of fundraising programs. Assists in the development of fundraising goals and solicits funds to meet these goals. Responsible for helping to identify new donors and organizes initiatives to solicit funding. May assist in developing major gift opportunities and writing grant proposals. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Mergers & Acquisitions

Investment Executive (Top)

Plans and directs all aspects of an organization's investment programs. Oversees the research, evaluation and selection of investment vehicles and makes decisions to align the investment selections with the organization's goals and risk tolerance. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Investment Operations Management Manager

Manages the daily activities for the company's investment management group. Reviews investment strategy, seeks out new opportunities, and recommends changes in investment operations to improve profitability. Requires a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Investment Operations Manager

Manages the daily activities for a given section of the company's investment operations. Reviews investment operations policies and procedures and recommends changes to increase efficiency. May require a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Investment Analyst

Responsible for analyzing investment activities. Evaluates short-term debt securities, investment projects and objectives. Reports on investment opportunities and recommends investments. Requires a bachelor's degree and at least 2 years of experience in the field or in a related area. May require NASD series 6, 7 and 63 licenses. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. Works under general supervision; typically reports to a supervisor or manager.

Job Description for Investment Specialist

Delivers professional investment services to customers. Reviews and recommends investment and insurance options to customers. Identifies clients' investment objectives and matches investment products. Researches and solves customers' investment needs. Requires a bachelor's degree and at least 2 years of experience in the field or in a related area. A certain degree of creativity and latitude is required. May require NASD series 6, 7 and 63 licenses. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Typically reports to a manager.

Funding Executive (Top)

Maintains the liquidity of bank funds in order to meet funding needs and to ensure compliance with Federal Reserve requirements. Keeps abreast of market conditions. Requires a bachelor's degree in area of specialty and at least 15 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Funding Manager I

Oversees and regulates the funding of the bank. Monitors short and long term funding needs. Ensures compliance with Federal Reserve requirements. Keeps abreast of market conditions. Requires a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports a head of a unit/department.

Funding Manager II

Oversees and regulates the funding of the bank. Monitors short and long term funding needs. Ensures compliance with Federal Reserve requirements. Keeps abreast of market conditions. Requires a bachelor's degree in area of specialty and 8-10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of

others. A wide degree of creativity and latitude is expected. Typically reports a head of a unit/department.

Mergers and Acquisitions Executive (Top)

Plans and directs all aspects of an organization's policies towards achieving growth through mergers, acquisitions, and divestitures. Identifies and determines feasibility of possible mergers and contributes to mergers and acquisitions negotiations. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Mergers and Acquisitions Manager

Manages all aspects of an organization's policies towards achieving growth through mergers, acquisitions, and divestitures. May assist in business integration strategies. Requires a bachelor's degree with at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Property Acquisitions Executive (Top)

Plans and directs an organization's real estate acquisition activities. Oversees the research, evaluation, and selection of properties for acquisition and makes decisions to align the real estate portfolio with the organization's goals, needs, and acceptable risk levels. Requires a bachelor's degree and at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Property Acquisitions Manager

Determines organization's need for additional land or office space and researches locations to determine appropriateness. Researches, negotiates and elects to purchase short- and long-term lease agreements that meet the organization's goals. May require a bachelor's degree in area of specialty and at least 8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. May lead and direct the work of others. Typically reports to a head of a unit/department.

Appraisal Manager

Responsible for the appraisal of residential and commercial properties. Investigates the fair market value and property ratings through analysis and inspection of properties. Ensures that the properties are in accordance with departmental specifications. Requires a bachelor's degree and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and

procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of unit or department.

Collateral Manager

Manages the daily operations of the organization's collateral function Reviews appraisals to ensure appropriate valuation and minimize loss May be personally responsible for conducting more complex or high value collateral appraisals Requires a bachelor's degree or its equivalent with at least 8 years experience in the field or in a related area Familiar with a variety of the field's concepts, practices, and procedures Relies on experience and judgment to plan and accomplish goals Performs a variety of complicated tasks Leads and directs the work of others A wide degree of creativity and latitude is expected Typically reports to a senior manager or top management

Philanthropy

Foundation Executive (Top)

Serves as the top executive of a foundation established by a parent organization. Oversees the implementation of policies designed to maximize foundation funding. Establishes goals and approves strategies for all fundraising campaigns. Meets with donors and prospective donors to create and foster relationships. Oversees the distribution of foundation funds in order to ensure continuous support of the foundation's mission. Typically requires a bachelor's/master's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a board of directors/trustees.

Foundation Director

Directs and oversees all policies, objectives, and initiatives regarding foundation activities for an association. Develops policies designed to maximize foundation funding and develops goals and strategies for all fundraising campaigns. Meets with donors and prospective donors to create and foster relationships. Develops policies for the grant review and approval process. Typically requires a bachelor's degree with at least 10 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a board of directors/trustees.

Corporate Giving Director

Designs, plans and directs the organization's corporate giving and volunteer programs. Represents the company in all activities associated with volunteer activities and the community. Plans and develops policies or programs that promote good will and foster relationships with community leaders. Requires a bachelor's degree in area of specialty and at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience

and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Corporate Giving Manager

Manages and coordinates the organization's corporate giving and volunteer programs. Represents the company in all activities associated with volunteer activities and the community. Implements and monitors policies or programs that promote good will and foster relationships with community leaders. Requires a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Program Director

Develops and implements a non-profit organization's programs. Organizes and oversees fundraising events. Responsible for budgeting and community outreach. May write grant proposals and manage large scale donations. Assesses needs and ensures that program objectives are met. Coordinates activities of program committees and/or other groups to plan procedures. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Provides direction and supervision to staff. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive.

Risk Management

Risk Management Executive (Top)

Oversees all aspects of an organization's risk management function. Responsible for planning and directing business analysis, risk modeling, and loss prevention programs. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Risk Management Director

Develops and administers risk management programs. Creates and modifies policies to comply with safety legislation and industry practices. Coordinates and develops organization-wide programs for risk-free services. Acts as the liaison to attorneys, insurance companies, and individuals. Investigates any incidences that may result in an asset loss. May require a bachelor's degree in a related area and at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Risk Manager

Develops and administers risk-management and loss-prevention programs. Initiates policies to comply with safety legislation and industry practices. Researches and reports on the most cost effective plans to minimize asset liability. Acts as the liaison to attorneys, insurance companies and individuals, investigating any incidences that may result in asset loss. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Manages risk analyst staff and typically reports to top management.

Risk Management Analyst

Provides business analysis and builds risk models to reduce operating losses and maintain maximum protection of an organization's assets. Provides risk-related support to other departments in the Investment. Requires a bachelor's degree in area of specialty and at least 3 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Risk Analyst I

Performs risk analysis studies in order to maintain maximum protection of an organization's assets. Investigates any incidences that may result in asset loss and compiles findings in reports for further review. Requires a bachelor's degree and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Risk Analyst II

Performs risk analysis studies in order to maintain maximum protection of an organization's assets. Investigates any incidences that may result in asset loss and compiles findings in reports for further review. Requires a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Risk Analyst III

Performs risk analysis studies in order to maintain maximum protection of an organization's assets. Investigates any incidences that may result in asset loss and compiles findings in reports for further review. Requires a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May report to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

Risk Analyst IV

Performs risk analysis studies in order to maintain maximum protection of an organization's assets. Investigates any incidences that may result in asset loss and compiles findings in reports for further review. Requires a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Tax

Tax Executive (Top)

Plans and directs all aspects of an organization's tax policies and objectives. Ensures compliance with all federal, state, and local tax regulations while working to minimize tax liability and maximize after tax profits. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Tax Director

Directs and oversees an organization's tax policies and objectives. Monitors reporting and planning to ensure compliance with applicable tax statutes. Ensures accuracy of tax returns and works to minimize the organization's tax obligations. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Tax Manager

Responsible for managing the tax reporting, tax planning, and compliance function. Oversees the completion of accurate tax returns in order to minimize the tax obligations of an organization. Must be familiar with regulations at the federal, state and local level. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Manages the tax accounting staff and typically reports to top management.

Tax Research Manager

Responsible for managing the tax research and planning functions of an organization. Researches tax regulation implications on the organization. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Leads and directs the work of others. Typically reports to top management.

Tax Accountant I

Maintains tax records and prepares tax returns, related schedules, and related reports. Prepares paperwork for local, state and federal level returns. May require a bachelor's degree and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Tax Accountant II

Maintains tax records and prepares tax returns, related schedules, and related reports. Prepares paperwork for local, state and federal level returns. Requires a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Tax Accountant III

Maintains tax records and prepares tax returns, related schedules, and related reports. Prepares paperwork for local, state and federal level returns. Requires a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May report to an executive or a manager. A wide degree of creativity and latitude is expected.

Tax Accountant IV

Maintains tax records and prepares tax returns, related schedules, and related reports. Prepares paperwork for local, state and federal level returns. Requires a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager.

Trust Administration

Chief Trust Officer (Chief)

Responsible for all aspects of the trust's activities, policies, objectives, and initiatives according to the mission of the organization. Responsible for the short and long term profitability of the trust. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Trust Executive (Top)

Responsible for all trust activities, policies, objectives, and initiatives according to the mission of the organization. Ensures the trust meets budgeted financial goals and objectives. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Trust Operations Executive (Top)

Responsible for the overall operations of the trust. Plans and directs all aspects of the policies, practices, and procedures that affect the trust operations. Designs and implements operational systems to streamline operations and maximize revenue and shareholder interests. Facilitates communications between various departments in the trust. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Trust Administrator

Manages and administers a group of trust accounts. Reviews legal and financial documents, cultivates customer relationships and transfers and invests balances for clients. Requires a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Trust Administrator - Employee

Administers employee benefit trust accounts. Maintains plan records and ensures compliance with federal regulations. Provides customers with objective financial advice and explains the details of their benefit trust plan. Assists with plan design and benefit distribution when necessary. Requires a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Trust Director

Directs the trust's activities, policies, objectives, and initiatives according to the mission of the organization. May handle large or especially complex accounts. Ensures the trust meets budgeted financial goals and objectives. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs

the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Trust Officer

Develops business relationships with clients and assures client satisfaction. Oversees client profitability, cross sell marketing plans, risk management, legal and compliance issues. Pursues and develops new relationships with clients. Requires a bachelor's degree in area of specialty and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A certain degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Trust Administrative Assistant

Offers administrative support to Trust Officers. Assists in processing transactions, collecting information, fee processing, preparing reports, opening and closing accounts, security filings, and audit confirmations. May require an associate's degree or its equivalent and 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under direct supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Trust Director - Operations

Directs plans, policies and procedures that affect the trust operations. Designs and implements operational systems to streamline operations and maximize revenue and shareholder interests. Facilitates communications between various departments in the trust. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Trust Manager - Operations

Manages the operations of the trust. Designs and implements operational systems to streamline operations and maximize revenue and shareholder interests. Facilitates communications between various departments in the trust. Requires a bachelor's degree with at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Trust Director - Real Estate

Directs and implements the policies, practices, and procedures that affect the trust real estate function. Designs and develops policies to reflect current trends in real estate and trust accounts, maximize revenue, and develop new business. May require a bachelor's degree in area of specialty and at least 10

years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Leads and directs the work of others. Typically reports to top management.

Trust Manager - Real Estate

Manages all of the operations associated with the trust real estate function. Designs and develops policies to reflect current trends in real estate and trust accounts, maximize revenue, and develop new business. May require a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Leads and directs the work of others. Typically reports to top management.

Underwriting

Underwriting Executive (Top)

Oversees all aspects of an organization's underwriting function. Responsible for planning and directing all underwriting procedures. Directs the various underwriting function of the organization that might include, life, group, and property & casualty. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Underwriting Manager

Manages and leads a group of underwriting supervisors; provides credit decisions and recommendations for complex cases. Requires a bachelor's degree with at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Underwriting Assistant

Provides support and assistance to underwriting staff. Responsibilities include collecting data for and organizing reports, performing administrative duties regarding new and renewal accounts, and any other tasks assigned by higher level underwriters. May require a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under direct supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor.

Actuarial Executive (Top)

Oversees all aspects of an organization's actuarial function. Responsible for the development of formulas to predict and measure gains and losses in insurance plans. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and

procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Actuary I

Conducts analysis, pricing and risk assessment to estimate financial outcomes. Applies knowledge of mathematics, probability, statistics, principles of finance and business to calculations in life, health, social, and casualty insurance, annuities, and pensions. Develops probability tables regarding fire, natural disasters, death, unemployment, etc. based on analysis of statistical data and other pertinent information. May require a bachelor's degree in a related field and 0-2 years of experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Actuary II

Conducts analysis, pricing and risk assessment to estimate financial outcomes. Applies knowledge of mathematics, probability, statistics, principles of finance and business to calculations in life, health, social, and casualty insurance, annuities, and pensions. Develops probability tables regarding fire, natural disasters, death, unemployment, etc. based on analysis of statistical data and other pertinent information. Requires a bachelor's degree in a related field and 2-4 years relevant experience. Incumbents typically pursuing an Associate, Society of Actuaries (ASA) designation. Familiar with standard concepts, practices, and procedures within a particular field. Relies on judgment and limited experience to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Actuary III

Conducts analysis, pricing and risk assessment to estimate financial outcomes. Applies knowledge of mathematics, probability, statistics, principles of finance and business to calculations in life, health, social, and casualty insurance, annuities, and pensions. Develops probability tables regarding fire, natural disasters, death, unemployment, etc. based on analysis of statistical data and other pertinent information. Requires a bachelor's degree in a related field, and 4-6 years of experience. Incumbents typically have achieved an Associate, Society of Actuaries (ASA) designation. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected.

Actuary IV

Conducts analysis, pricing and risk assessment to estimate financial outcomes. Applies knowledge of mathematics, probability, statistics, principles of finance and business to calculations in life, health, social, and casualty insurance, annuities, and pensions. Develops probability tables regarding fire, natural disasters, death, unemployment, etc. based on analysis of statistical data and other pertinent

information. Requires a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Incumbents have achieved an Associate, Society of Actuaries (ASA) designation and may be pursuing a Fellow, Society of Actuaries (FSA) designation. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager.

Actuary V

Conducts analysis, pricing and risk assessment to estimate financial outcomes. Applies knowledge of mathematics, probability, statistics, principles of finance and business to calculations in life, health, social, and casualty insurance, annuities, and pensions. Develops probability tables regarding fire, death, unemployment, etc. based on analysis of statistical data and other pertinent information. Requires a bachelor's degree in area of specialty and at least 8-10 years of experience in the field or in a related area. Incumbents have achieved an Associate, Society of Actuaries (ASA) designation and may have achieved a Fellow, Society of Actuaries (FSA) designation. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. May report to an executive or a manager.

Administrative, Support, and Clerical

Chief of Staff

Plans and directs all administrative, financial, and operational activities for the organization's President, CEO, and/or Board of Directors. Acts as a point of contact between top management and employees or other stakeholders. Provides oversight and guidance to projects of high importance. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to chief executive officer.

Top Administrative Executive

Plans and directs all aspects of an organization's staff and service functions. Develops and oversees the organization's staff and service policies, objectives and initiatives. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Administrative Services Director

Directs and oversees the administrative services department to provide various office support activities. Identifies and follows efficient work procedures that maximize the efficiency of the business. Requires an associate's degree in a related area with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Lead and direct the work of others. Typically reports to top management.

Administrative Services Manager

Directs and coordinates administrative services, which may include office clerical and support services, printing, mail distribution and messenger services, telecommunications, maintenance, purchasing, security, and cafeteria services. May require an associate's degree in a related area with at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. Typically reports to a head of a unit/department.

Administrative Services Supervisor

Supervises the daily operation of support services for an organization. Oversees, and performs clerical and administrative support tasks. Establishes work procedures and standards to improve efficiency and effectiveness of assigned operations. Responsible for ensuring compliance with established corporate standards and reviewing and evaluating the work and performance of subordinates. May require an associate's degree in business or finance, and 2-4 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Typically reports to a manager.

Top Agency Executive

Plans and directs all aspects of operations in the agencies. Designs, develops, and implements policies for the business lines within the agencies. Ensures the agencies meet budgeted financial goals in coordination with sales. Requires a bachelor's degree in area of specialty and at least 15 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Human Resources

Top Human Resources Executive

Plans and directs all aspects of an organization's human resources policies, objectives, and initiatives. Responsible for employment, placement, orientation and training, labor relations, compensation, benefits, and employee services. Ensures company compliance with current, applicable labor laws. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment

to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Top Division Human Resources Executive

Responsible for directing the human resources function of the division. Responsible for employment, placement, orientation and training, labor relations, compensation, benefits, and employee services. Ensures division compliance with current, applicable labor laws. Requires a bachelor's degree and at least 10 years of direct experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Human Resources Director (Autonomous)

Plans, directs and carries out policies relating to all phases of personnel activity. Recruits, interviews, and selects employees to fill vacant positions. Plans and conducts new employee orientation programs to foster positive attitudes toward company goals. Keeps records of insurance coverage, pension plans, and personnel transactions such as hires, promotions, transfers, and terminations. Investigates accidents and prepares reports for insurance carriers. Conducts wage surveys within relevant labor markets to determine competitive wage rates. Prepares the budget for personnel operations. May be responsible for evaluating and suggesting new benefit or compensation structures or changes to existing plans. Requires a bachelor's degree with at least 7-10 years of direct experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a Chief Financial Officer, a Chief Operating Officer, or a Chief Executive Officer.

Human Resources Director (Non-Autonomous)

Plans, directs and carries out policies relating to all phases of personnel activity. Recruits, interviews, and selects employees to fill vacant positions. Plans and conducts new employee orientation programs to foster positive attitudes toward company goals. Keeps records of insurance coverage, pension plans, and personnel transactions such as hires, promotions, transfers, and terminations. Investigates accidents and prepares reports for insurance carriers. Conducts wage surveys within relevant labor markets to determine competitive wage rates. Prepares the budget for personnel operations. May be responsible for evaluating and suggesting new benefit or compensation structures or changes to existing plans. Requires a bachelor's degree with at least 7-10 years of direct experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. Typically reports to a Top Human Resources Executive.

Human Resources Manager

Designs, plans, and implements human resources programs and policies for staffing, compensation, benefits, visa/green card processing, employee relations, training, and health and safety. Requires a

bachelor's degree in a related area and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Religion

Religious Activities and Education Director

Develops, plans, and implements policies and procedures to support religious and educational activities. May require a bachelor's degree in a related area and at least 7 years of experience in the field. Generally manages a group of exempt and/or nonexempt employees. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager.

Religious Educator

Conducts religious education courses. May work from religious texts or standardized course templates. Responsible for preparing and delivering lectures, and leading and moderating discussion. May require a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A degree of creativity and latitude is required. Typically reports to an Associate Pastor or Pastor.

Pastor

Directs religious services and all daily operations for the organization. Responsible for all staff. Oversees outreach and educational programs. Performs religious services and leads prayer. Requires a master's degree in area of specialty and at least 5 years of experience in the field or a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a wide variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to a regional or chapter manager.

Associate Pastor

Assists the pastor in religious services and daily operations of the organization. Responsible for outreach and educational programs that will maintain and grow membership. Performs religious services and leads prayer. Requires a bachelor's/master's degree in area of specialty and 2-4 years of experience in the field or a related area. Familiar with a variety of the field's concepts, practices and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a Pastor.

Pastoral Care Director

May perform duties of chaplain, which includes counseling and visiting. Develops and provides services designed to meet the religious and/or spiritual needs of patients and their families and hospital employees. May require a bachelor's degree and at least 7 years of direct experience in the field.

Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Chaplain

Provides spiritual guidance and support during illness, injury and/or an emergency. Performs religious services and leads prayer. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Volunteer

Volunteer Services Director

Designs, plans and directs a volunteer program to augment the services of the regular staff. Oversees the recruiting, interviewing, hiring, training, and scheduling of volunteer workers. Requires a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Volunteer Coordinator

Oversees the recruiting, interviewing, hiring, training, and scheduling of volunteer workers. Ensures that the activities of the volunteer workers meet the needs of the organization. May require a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

Education

Chief Development Officer - Higher Ed.

Oversees the development program for a college or university. Develops goals and strategies for all fundraising campaigns. Creates a balanced funding mix of donor sources and solicitation programs tailored to the needs of the college or university. Requires a master's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Chief Academic Officer

Oversees academic programs, faculty affairs and many academic support functions of a university/college. Works to ensure the fulfillment of institutional mission and goals and provides academic vision and leadership. Requires a master's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Associate Chief Academic Officer

Assists the Chief Academic Officer in overseeing academic programs, faculty affairs and many academic support functions, and works to ensure the fulfillment of institutional mission and goals. Provides academic vision and leadership. Requires a bachelor's degree with at least 5 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Chief Enrollment Management Officer

Leads and directs the institution's enrollment management program. Develops and implements strategies to recruit, enroll and retain students. Responsible for programs related to admissions, financial aid, and advising. Assist marketing staff in creation of promotional materials targeted at attracting and retaining students. Requires a bachelor's/master's degree and at least 10 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to the institution's President.

Registrar

Oversees university/college's system of student records. Responsible for class registration, assigning classroom space, and updating student records. Ensures that all requirements have been met prior to graduation and that diplomas are factually correct. Determines students who have achieved certain scholastic goals, such as the Dean's List. Requires a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Sample - Registrar

Job Description:

Oversees university/college's system of student records. Responsible for class registration, assigning classroom space, and updating student records. Ensures that all requirements have been met prior to graduation and that diplomas are factually correct. Determines students who have achieved certain scholastic goals, such as the Dean's List. Requires a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Collects information from incoming patients regarding services needed, insurance available, or financial status. May assist in completion of admissions or insurance forms. Contacts insurance providers to verify coverage and obtain authorization for service. May review claims or records to ensure accurate completion or coding in an effort to reduce reimbursement denials. Requires a high school diploma and at least 2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Position Description and Duties:

The University Registrar is responsible for the supervision and management of all administrative and operational functions of the Office of the Registrar, including but not limited to Veteran Affairs and NCAA Certification. The Registrar ensures the integrity, accuracy, and security of all academic records of current and former students; facilitate effective student registration and enrollment; builds secure student data files and sets policy and procedure for their responsible use; maintains up-to-date course schedules, catalogs, final examination schedules; manages efficient use of classrooms; and supervises and maintains the SIS-PLUS 2000, Banner, and degree audit systems. The Registrar supervises the processes for the articulation of transfer credits, graduation and certification of baccalaureate and associate degrees, enrollment and degree verification, production of official transcripts, diplomas, and commencement ceremonies. The Registrar counsels and advises students, faculty, and staff on academic matters; and interprets and enforces policies and regulations of the University, Boards of Regents and Supervisors, and FERPA. Additionally, the Registrar chairs the Registration, Credits, and Graduation Council, Calendar Committee, Registration Committee, Grade Appeal Committee for undergraduate students, Commencement Committee, Residence Rule Appeal Committee; and is a member of various other Councils and Committees.

Job Description:

- Directs and coordinates college or university registration activities: Consults with other officials to devise registration schedules and procedures.
- Analyzes statistical data on registration for administrative use in formulating policies.
- Exchanges student information with other colleges or universities.
- Directs preparation of student transcripts.
- Prepares commencement list.
- Directs preparation of statistical reports on educational activities for government and educational agencies and interprets registration policies to faculty and students.
- Directs activities of workers engaged in transcribing and evaluating academic records of students applying for permission to enter college or university.
- Directs compilation of information, such as class schedules and graduation requirements, for publication in school bulletins and catalogs.
- Coordinates dissemination of information on courses offered and procedures students are required to follow in order to obtain grade transcripts.
- Issues official transcripts.
- Coordinates class schedules with room assignments for optimum use of buildings and equipment.
- May assign rooms for student activities.

Sample - University Registrar

FUNCTION: Provide leadership to plan, organize and manage all of the activities related to the Records and Registration Department, including serving as the official authorized keeper of the university's student records.

ESSENTIAL RESPONSIBILITIES:

- Hire, supervise and evaluate the Records and Registration staff
- Organize and administer the records, registration and graduation functions, including transcript evaluations, Health Professions admissions and the IAI certification process in order to provide maximum service to students while ensuring efficient and effective workflow.
- Participate and serve as part of the Student Services Team. Lead initiatives as determined by the Dean.
- Supervise the coordination, evaluation and certification of all graduation applications, while overseeing the complete graduation process to include all elements of the rehearsal and ceremony.
- Responsible for collecting, recording, maintaining and reporting of student records within FERPA guidelines, e.g., grades, registration data, transcripts, mid-term verification, athletic eligibility and ICCB audits and other associated audits
- Provide leadership and develop appropriate recommendations for the implementation of related technology application in support of enhanced services offered through Registration and Records
- Develop and administer the departmental budget
- Problem solve the research, analysis and resolution of student disputes as they relate to records and registration
- Collaborate with administrators, deans, faculty, IT and counselors to facilitate and improve services to students, including catalog and registration/records policy questions.
- Administer the collective bargaining agreement for the support staff contract.
- Serve as ex-officio member of Curriculum Committee

ADDITIONAL RESPONSIBILITIES:

- This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the Dean.
- Participate in professional development activities and serve on college committees that support the goals and objectives of the division of the college
- Provide back-up for records and registration services, including registering students, issuing transcripts, answering phones, scanning, reporting grades and working special events

MINIMUM REQUIREMENTS:

- Masters degree in student services, educational administration or a related area.
- Proven record of successful supervisory experience in a people-oriented environment
- 3 years of direct experience or 5 years in a related area. Preferred 5 years of direct experience in a community college
- Demonstrated understanding of the application of technology to deliver Records and Registration services.
- A proven record in working successfully with diverse populations
- A positive attitude and ability to plan and adapt to change
- Ability to collaborate effectively with college departments and cross-functional teams
- Strong interpersonal, oral and written communication skills

Sample - Dean of Admissions and Financial Aid

Our University, one of the nation's premiere universities, invites inquiries, nominations and applications for dean of admissions and financial aid.

Reporting to the provost and leading a staff of XX, the dean of admissions and financial aid provides the strategic direction and leadership for a results-oriented admissions and financial aid program of considerable skill and innovation that is consistent with the goals and mission of our University.

A senior officer of the university, the next dean of admissions and financial aid will be a forward looking, visionary leader with great entrepreneurial, strategic and analytic skills, proven success in the areas of access and diversity, and finesse as a manager and collaborator. Able to galvanize a university-wide admissions effort that is, at its heart, student centered, the dean of admissions and financial aid leads a team that is as devoted as it is talented, and enjoys the full support of the university president and members of the senior leadership team, as well as faculty, staff, alumni, and trustees.

Most important will be the personal qualities of integrity, intellectual curiosity, exceptional interpersonal and communication skills, significant strategic and analytical capacity, technological savvy, a collaborative work style, and commitment to excellence that characterizes our University.

Sample - Associate Director of Admissions

Position Description: The office of Admissions seeks a dynamic individual to join our team.

Responsibilities include, but are not limited to:

- Develop a territory and prospect management plan
- Interview and counsel prospective students and families
- Manage and evaluate admissions applications
- Develop and implement an in depth marketing/communications plan for a specified academic area
- Represent the university at on and off-campus events and programs
- Plan and execute a travel plan in designated geographic areas

Requirements: A Bachelor's degree and at least 3 years of Admissions/Recruitment experience. Strong interpersonal and communications skills (both written and oral), presentation experience, sales/marketing skills, supervisory skills, and ability to be a member of a team.

Energetic, flexible and willing to work evenings and weekends. Military experience, military school experience or ROTC experience a plus. A valid driver's license is required.

Position Overview: This position reports to the Director of Admissions assisting with all aspects of the admissions and recruitment process.

In addition, s/he is responsible for the internal department management of admissions print publications, advertising, and marketing efforts in coordination with the director of marketing.

Specific Responsibilities include but are not limited to:

- Meet enrollment goals for assigned target recruitment area
- Travel on behalf of the College for recruitment and other college related events
- Speak publicly to individuals, groups on and off campus
- Develop and maintain close working relationships with key secondary school constituents.
- Assist in the development and maintenance of the admissions office's recruitment and marketing plan with the purpose of promoting the College's visibility and general recruitment efforts.
- Assist in the development, maintenance and execution of the department's communication plan to prospective and admitted students.
- Evaluate and execute admission decisions on applicant files
- Supervise and manage the support staff of the department
- Develop and monitor statistical reports to enhance recruitment strategies, yield management, forecasting, and operational efficiency.
- Other duties as assigned.

Qualifications and Experience:

- A bachelor's degree with a minimum of 5-7 years admissions experience with a progressive experience. A master's degree is preferred.
- Previous supervisory experience managing professional and student staff is preferred.
- Experiences with production of a variety of media particularly print publications.
- Ability to effectively communication in person and in writing and be able to speak publicly.
- Should possess high energy, attention to detail, and the ability to organize effectively.
- Datatel/Colleague experience preferred.
- A valid driver's license and the ability to travel and work nights and weekends as necessary.

Sample - Associate Director of Admissions and Alumni Volunteer Coordinator

POSITION SUMMARY:

The purpose of this position is to:

- Supervise and assist in supervision of admission staff and students in the recruitment and processing of files for students interested in attending Oregon Tech,
- Secure alumni volunteers and coordinate their efforts in support of admissions functions,
- Ensure proper operation of the EMAS database system including teaching new users, learning new functionality, preparing data, and upgrading to newer versions,
- Perform job duties and responsibilities of Director of Admissions in his/her absence and
- Assist in the recruitment efforts by traveling to high schools and community colleges throughout the Pacific Northwest, visiting with prospective students and families, and participating with and planning campus events

REQUIRED DEGREES, LICENSES, CERTIFICATES, CREDENTIALS :

- Bachelor's Degree with four years Admissions experience
- Valid driver's license

ORGANIZATIONAL RELATIONSHIPS:

- This position represents the University in a variety of settings off campus without any supervision and must make decisions to conduct oneself appropriately and responsibly, commit accurate information about the University, financial aid, admissions and majors to the public, give recommendations to and counsel prospective students.
- This position makes a lot of decisions in the absence of the Director of Admissions.
- Discuss on phone/person the University options, other college options, advising to get into the University, costs to attend, scholarships, admission criteria.
- Present at various on campus visit days and new student registration. Monitor Q&A for transfer students at events. Present/answer questions at various recruiting events off campus Recruit, screen, train, direct and nurture alumni volunteers to assist with admissions efforts. (phone, in person, email)
- Explain Admission procedures/policies, forward/discuss information on prospective students, discuss scholarship info, trouble shoot Banner issues. Various meetings and committees.
- Lead a university team for recruitment travel and participate as a team member.
- Discuss admission policies/procedures.
- Meet, discuss and implement issues dealing with students issues transferring from community college to four year college.
- Discuss issues pertaining to our Admissions.
- Advise, direct, explain policies, solve problems, supervise.
- Meet with, phone, and email admissions policies, procedures, updates on the University and programs, discuss prospective students.
- User group conference to obtain info/train on EMAS software. Trouble shoot with Tech support to resolve EMAS software issues (phone).

Essential Functions:

- Contact, communicate with and manage the alumni volunteers who are involved in recruitment efforts.
- Continue to build the alumni volunteer program by recruiting alumni through faculty, mailings, phone calls and emails.

Sample - Regional Admissions Representative

Area: New England

Duties Include:

- Represent the College to prospective students and their families in Massachusetts (greater Boston and eastern Massachusetts), southern New Hampshire, southern and central Maine, Rhode Island, northeast Connecticut.
- Attend college fairs/nights and make individual visits to high schools in those aforementioned areas during the fall and spring of each year.
- Organize and supervise a bus trip to our campus for accepted students in coordination with the Experience programs offered in the spring each year.
- Arrange and conduct individual interviews with students as well as organize regional group information sessions for students, parents, and guidance counselors.
- Telecounsel with prospective students to encourage campus visits as well as apply for admission. Maintain appropriate follow-up communication with these students regarding the status of their applications for admission and financial aid.
- Work closely with other College regional representatives to insure appropriate coverage of college fairs/nights in the area, as well as coordination of the bus trip to campus.
- Work closely with the Admissions Multicultural Recruiter to insure that the College is making every effort to attract and enroll a diverse student population from the area.
- Work closely with the Admissions Office travel coordinator when organizing recruiting visits and handling work related expenses.
- Join, and participate in, regional admission and school counselor associations to build solid working relationships.
- Mobilize our alumni, in cooperation with our Alumni Affairs office and the Admissions office, to support the college's recruitment efforts in the area.

Experience:

- Bachelors degree minimum. Experience in college admissions, financial aid, high school counseling, or teaching preferred. Preference given to candidates who reside in eastern New England.

Contract:

- Nine month contract – September 1-May 31. Twenty hours per week, 32 weeks per year.
- Position reports to the Vice President for Enrollment Management

Sample - Transcript Evaluator

Department: Office of Admission/Registrar

Position: Full-time with benefits

Responsibilities:

This person will be responsible for administering a comprehensive system of transcript evaluation for domestic and international students and interfacing with on- and off-campus stakeholders to help the institution reach transfer enrollment goals.

Domestic and international transcript evaluation:

- Determine if institutions are accredited; evaluate transfer transcript coursework for LCSC equivalencies.
- Be familiar with country equivalencies differences and accreditation of institutions.
- Develop a library of materials & training manuals.
- Keep the International Programs Office current on international transcript evaluations.
- Provide preliminary transcript evaluations for students and agents when requested.
- Develop specialized program plans for dual degrees with international colleges.
- Acquire in-depth training in international transcript evaluation—visit other institutions.
- Contact with Division Chairs, Advisors, Peers:
- Maintain regular contact with Division Chairs concerning equivalencies, articulation agreements, student questions, preliminary transcript equivalencies.
- Broaden procedures and safeguards for capturing more equivalencies in Datatel and publishing them to the web.
- Work with the academic community to design efficient and effective transfer tools and products.
- Respond to our advisors and inquiries from other colleges concerning equivalencies.
- Answering Transfer/Transcript Questions:
- Meets with transfer prospects, applicants and students to answer questions regarding their transfer transcripts.
- Be able to discuss degree completion options and interpret core requirements for each major with transfer prospects and applicants.

Supervision & Training:

- Train and supervise student workers in transcript equivalency data entry and transfer processing.
- Train Divisions and campus community in transcript equivalency data entry.
- Ensure that all departments conform to established policies and timelines.
- Develop a detailed Training and Procedures manual for transcript data entry.

Communication Management:

- Integrate transcript evaluation into communication management e-mail tracks.
- Establish new transfer admission tracks for domestic and international students while working with New Student Recruitment and International Programs.

Transfer Recruitment:

- Visit other colleges and develop a comprehensive set of procedures that complement/enhances recruitment efforts for transfer students (e.g. increase equivalencies from colleges, expand web usage as a transfer tool, incorporate program evaluation into transfer process.)
- Attend on- and off-campus transfer days in conjunction with campus recruiters

College Representative:

- Represent the institution on statewide transcript equivalency issues.
- Works with other college officials to develop and refine a state system of transcript evaluations and equivalencies.
- Special projects as assigned.

Minimum qualifications:

- Bachelor's degree or significant work towards a bachelor's degree.
- Experience working with faculty/staff/students from post-secondary institutions.
- Knowledge of program or project planning and implementation.
- Experience developing and evaluating policies and procedures.
- Strong written and oral communication skills.
- Conduct independent research
- Analyzing data and drawing conclusions
- Designing and conducting training programs
- Interpreting state regulations
- Proficiency in Microsoft Office software

Preferred qualifications:

- Two years experience working in an admission/registrar office in a post-secondary institution.
- Knowledge of Datatel software

Sample - Professional School Counselor

DESCRIPTION:

A10 month position in a setting where counselors are responsible for a portion of one class, remaining with those same students over their four years in high school. As such, they provide holistic & proactive services which contribute to each student's educational, vocational, & personal/social development.

RESPONSIBILITIES:

College/career/personal/social counseling; advisement with students/parents individually, in small/large groups on all aspects of educational planning, & development/implementation of programs to meet needs of students & parents; collection & reporting of data.

PROFESSIONAL/PERSONAL CHARACTERISTICS PREFERRED:

- Working knowledge of the Illinois Developmental Counseling Model
- Experienced with needs of high school age students & their families
- Engaging interpersonal skills & strong speaking/writing skills
- Innovative, enthusiastic, energetic, flexible
- Effective working with groups
- Thorough knowledge of counseling theory & practice
- Familiar with computer based transcripts, schedules, etc., Internet & software counseling resources
- Able to organize & sequence activities
- Collaborative working style & strong work ethic
- Commitment to professional growth

REQUIREMENTS:

- Master's Degree & School Service Personnel Type 73 certificate

COMPENSATION:

- Commensurate with education & experience

Sample - Career Center Coordinator

BASIC FUNCTION:

Under the direction of a high school administrator, organize, maintain and operate a high school Career Center and provide a wide variety of career information and materials; communicate with students, faculty, parents and community representatives concerning career planning and college entrance.

REPRESENTATIVE DUTIES:

- Provide career and college entrance information and assistance to students, teachers, parents and counselors; coordinate day-to-day operations and schedule activities, programs and speakers.
- Prepare career education and instructional materials for use by teachers and students; assist students in locating and using college/career information as needed for research, assignments and post-high school planning.
- Obtain, organize, file and display guidance materials; catalog and prepare for use by students; maintain displays and bulletin boards.
- Plan, organize, develop and implement career events and publications; prepare letters, flyers, mailers and other materials to publicize Career Center services, resources and speaker programs.
- Contact, schedule and arrange guest speakers from the local business community, colleges and military services to present information regarding specific occupations.
- Schedule visitations by representatives from local colleges; organize, coordinate and publicize career-related events and other opportunities for students to learn about higher education and vocational training and preparation.
- Develop and maintain a current and comprehensive occupational library including information on careers and career clusters, employment prospects and trends and employment requirements and opportunities; obtain and circulate current college catalogs.
- Maintain current lists and bulletins concerning scholarships and other financial aids available; provide information concerning specialized scholarships and assistance in completing application forms.
- Provide information concerning scholastic aptitude and achievement tests; assist students with applications and scheduling; distribute test results as appropriate.
- Assist students with Career Center materials and equipment.
- Prepare and deliver informational presentation as requested; orient students to Career Center resources and services.
- Maintain a current inventory of Career Center equipment and materials; assist in determining purchase priorities.
- Plan and conduct Career Days, Career Month, Teen Job Fairs, or College Fairs.
- Attend meetings, conferences and seminars regarding career trends, college entrance and financial aid.
- Train and provide work direction to volunteers and student assistants.
- Operate a variety of office equipment including audio/visual equipment.
- Provide clerical support to the Work Experience Education Program coordinator, as required.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Career and occupational resources, trends, and opportunities.
- College entrance requirements and procedures.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques.
- Oral and written communication skills.
- Telephone techniques and etiquette.
- Basic research methods.
- College admission requirements, financial aid requirements, and training necessary for future careers.

ABILITY TO:

- Organize, maintain and operate a high school Career Center.
- Provide specialized assistance and information concerning career planning and college entrance to students, parents, staff, and community agencies.
- Develop and provide information and materials related to career/college opportunities for high school students.
- Obtain, evaluate and process occupational literature.
- Operate PC's in a Windows environment using various office productivity software applications
- Operate modern office equipment and audio/visual equipment.
- Work independently using effective public relations skills with little direction.
- Establish and maintain cooperative and effective working relationships.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies and procedures.

EDUCATION AND EXPERIENCE:

- High school education and two years college level work or equivalent and at least two year experience working with high school students is desirable.

Sample - Guidance Counselor

Description:

Essential Functions:

- Responsible for middle school scheduling
- Provides direct support service to individual students, small groups, and classrooms.
- Completes assessments, referrals, and counseling with students and families.
- Oversees implementation of XX Schools program. Consults with other professional staff and outside agencies and other organizations.
- Completes home visits and assessments.
- Develops and maintains family outreach programs and community partnerships.
- Serves as a member of the family support team and other school based teams.
- Completes written reports as needed or as requested by Principal.
- Other duties as assigned
- Provide direct service to students in the classroom at least once per week.
- Completes reports as required by Federal, State and local agencies.
- Conduct professional development workshop on identifying at-risk students.
- Interview students and families.
- Make oral presentations of assessments, diagnostics, home visits, and observations.

Minimum Qualifications:

- **Education:** Masters degree (preferred) in field of social services, including certification in middle school counseling
- **Experience:** Experience providing the service required by this position.
- **Distinguishing Features of Work:** Provides support services to students, staff, and parents. Support services include referrals, counseling, assessment, diagnostics, and report writing. This work takes place at the school site, in other public buildings, and in private residences. Additional responsibilities include student rostering/scheduling, maintaining individual student Education Plans, etc. This is a twelve (12) month position.

Sample - Associate Director of Admissions

Position Overview: This position reports to the Director of Admissions assisting with all aspects of the admissions and recruitment process.

In addition, s/he is responsible for the internal department management of admissions print publications, advertising, and marketing efforts in coordination with the director of marketing.

Specific Responsibilities include but are not limited to:

- Meet enrollment goals for assigned target recruitment area
- Travel on behalf of the College for recruitment and other college related events
- Speak publicly to individuals, groups on and off campus
- Develop and maintain close working relationships with key secondary school constituents.
- Assist in the development and maintenance of the admissions office's recruitment and marketing plan with the purpose of promoting the College's visibility and general recruitment efforts.
- Assist in the development, maintenance and execution of the department's communication plan to prospective and admitted students.
- Evaluate and execute admission decisions on applicant files
- Supervise and manage the support staff of the department
- Develop and monitor statistical reports to enhance recruitment strategies, yield management, forecasting, and operational efficiency.
- Other duties as assigned.

Qualifications and Experience:

- A bachelor's degree with a minimum of 5-7 years admissions experience with a progressive experience. A master's degree is preferred.
- Previous supervisory experience managing professional and student staff is preferred.
- Experiences with production of a variety of media particularly print publications.
- Ability to effectively communication in person and in writing and be able to speak publicly.
- Should possess high energy, attention to detail, and the ability to organize effectively.
- Datatel/Colleague experience preferred.
- A valid driver's license and the ability to travel and work nights and weekends as necessary.

Admitting Director

Directs inpatient/outpatient admission policies and practices. Reviews admitting department operations to ensure compliance with applicable standards. Works with medical, nursing and accounting staff to ensure appropriate patient placement. May require a bachelor's degree and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Admitting Manager

Manages the day-to-day operations for the admitting department including bed assignments and completion of preliminary paperwork. Implements admissions policies and practices and coordinates with medical, nursing, and accounting staff to ensure appropriate patient placement. Ensures that all insurance benefits coverage meets standards of admission as dictated by hospital policy. Requires a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

College President

Plans and directs all policies, objectives, and initiatives for a single campus or institution. May require a bachelor's/master's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May preside over board of directors or trustees.

College Vice President

Assists the College President in overseeing a single campus or institution. Handles student inquiries and problems related to education program entrance, eligibility requirements, curriculum and academic standards. Requires a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Education Director

Designs and implements educational programs directed at members of the organization or the public. Develops curriculum or content for classes, lectures, conferences, or other educational materials. May oversee the operations of certification or credentialing programs. Ensures that all activities and requirements regarding an organization's education/certification programs are met. Requires a bachelor's degree with at least 10 years of experience in the field or a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment

to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Education Manager

Develops all adult and youth educational programming of an institution. May require a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experiences and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required.

Dean of Education

Administrative head of the university's education program. Responsibilities include developing the curriculum, staffing the department, reviewing faculty performance, and creating an atmosphere conducive to scholarly pursuits. Requires a bachelor's degree with at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Dean of Continuing Education

Administrative head of the university's continuing education program. Responsibilities include developing the curriculum, staffing the department, reviewing faculty performance, and creating an atmosphere conducive to scholarly pursuits. Requires a bachelor's degree with at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Director of International Education

Leads and directs all aspects of the institution's international programs. Oversees programs, activities, faculty affairs, and academic support services. Develops and implements strategies to attract and retain students and faculty. Oversees the operations of the study abroad and foreign exchange programs, the international admissions process, and English language programs. Ensures that the curriculum remains current and is in compliance with accreditation standards. Monitors the documentation and visa application processes. Oversees the departmental budget and management of expenditures throughout the year. Requires a bachelor's degree with at least 8 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Continuing Education Director

Directs and plans all aspects of the institution's continuing education programs. Oversees on and off-campus programs, activities, faculty affairs, and academic support services. Develops and implements strategies to attract and retain students and faculty. Ensures that the curriculum remains current and is

in compliance with accreditation standards. Makes recommendations to Dean on improving the continuing education programs. Oversees the departmental budget and management of expenditures throughout the year. Requires a bachelor's degree with between 3-5 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Associate Dean of Education

Assists the Dean in administering and overseeing the university's education programs. Supports the development and coordination of the education department curriculum. Functions as a liaison between the Dean and undergraduate staff to facilitate faculty reviews, assess staffing needs, preserve academic standards and generally improve the programs' atmosphere. Requires a bachelor's degree in area of specialty and 4-6 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Top Behavioral Health Executive

Responsible for all aspects of a healthcare organization's behavioral health function. Creates standards and guidelines for behavioral care services and programs. Oversees the study and treatment of patients with emotional, mental, or psychological disorders. May be responsible for both inpatient and outpatient treatment. Requires a master's degree/Ph.D with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Associate Dean of Continuing Education

Assists the Dean in administering and overseeing the university's continuing education program. Supports the development and coordination of the continuing education curriculum. Functions as a liaison between the Dean and continuing education staff to facilitate faculty reviews, assess staffing needs, preserve academic standards and generally improve the program's atmosphere. Requires a bachelor's degree with between 4-6 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to Dean of Continuing Education.

Assistant to the President - Higher Ed.

Coordinates administrative, operational, and financial activities of the Office of the President. Performs general duties and tasks and serves as a liaison between the President's Office and campus officials. May require a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to

plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Reports to the institution's President.

Professor - Education

Conducts college-level courses in the field of education. Areas of instruction include teaching and theories of education, educational research, and educational administration. May be responsible for preparing and delivering lectures and leading classroom discussions. May administer and grade examinations or delegate the task to others. Conducts research and case studies in field of interest and may publish findings in trade journals or textbooks. May offer independent study opportunities to students. Requires a doctorate degree in area of specialty, tenure, and at least 12 years of experience in the field or in a related area. Typically this individual is a leader in the field and has been published. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Provides consultation and is considered to be the top level contributor/specialist. Typically reports to a department head.

Instructor - Education

Conducts college-level courses in the field of education. Areas of instruction include teaching and theories of education, educational research, and educational administration. Responsible for preparing and delivering lectures, leading and moderating classroom discussions, and administering and grading examinations. Requires a bachelor's/master's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A certain degree of creativity and latitude is expected. Typically reports to a department head.

Teaching Assistant (College)

Teaches and participates in empirical (qualitative/quantitative) research within a specialized discipline/interdisciplinary field. Is enrolled in a graduate program. May require a bachelor's degree in area of specialty.

Event Planning

Meeting/Event Director

Directs the daily operations of the Meeting/Events department. Oversees strategy and planning of meetings and special events for an organization. Coordinates all amenities and accommodations at the event. Monitors and controls event budgets and negotiates all necessary contracts. May require a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area. Familiar with a variety of concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is required. Leads and directs the work of others. Typically reports to a top management.

Meeting/Event Assistant

Assists the meeting/event staff with all aspects of planning a meeting or special event for an organization. Involved in location, food, transportation, and presentation arrangements. May require a high school diploma or its equivalent and 0-2 years of related experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor.

Trade Show Director

Responsible for the overall production of expositions. Manages trade shows, public exhibitions, or exhibitions sponsored by associations or professional societies. Leads a team to negotiate contracts with the city, the facility management, labor unions, and companies that will provide the services required by the exhibitors. Analyzes existing goals and programs and recommends improvements. Requires a bachelor's degree in area of specialty and 8-10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Trade Show Manager

Manages trade shows and exhibitions to achieve profit goals. Develops new prospects and interacts with existing customers to increase sales. Approves design, layout, cost estimates, and construction of exhibits and trade show displays. May require a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to head of a unit/department.

Fraud

Fraud Prevention Manager

Manages all facets of fraud detection and prevention for a particular business unit. Must stay current with new fraudulent activities that may breach the organization's security measures. Selects new software or hardware and develops safety procedures to ensure minimal risk of fraud. Requires a bachelor's degree with at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Fraud Prevention Supervisor

Supervises fraud detection associates in their effort to detect possible customer fraud. Leads cross-functional initiatives to proactively detect and prevent fraud from occurring; researches and documents current procedures and processes that impact fraud. Researches, documents, and implements best

practices in the industry with regard to fraud prevention. May require a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Fraud Detection Supervisor

Supervises fraud detection associates in their effort to detect possible customer fraud. Leads cross-functional initiatives to proactively detect and prevent fraud from occurring; researches and documents current procedures and processes that impact fraud. Researches, documents, and implements best practices in the industry with regard to fraud detection. Requires a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Fraud Investigation Officer

Investigates fraudulent/illegal activities perpetrated by customers or employees. Designs and implements programs to prevent such activities and to recover any incurred losses. Works with local, state and federal authorities with matters relating to fraudulent/illegal activities. Require a bachelor's degree and at least 4 years of experience in the field or related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. Typically reports to a manager.

Fraud Investigation Manager

Manages the operations of the fraud investigations department. Develops policies and procedures to prevent fraud activities and to recover any incurred losses. Identifies the weakness of current control process and recommends enhancements. Collaborates investigation with appropriate business partners and local, state and federal authorities. Requires a bachelor's degree and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Fraud Investigation Supervisor

Supervises the development of policies and procedures for proactive fraud monitoring. Documents the current control process and recommends enhancements. Collaborates investigation with appropriate business partners and local, state and federal authorities. Requires a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Contract Administration

Contracts Executive (Top)

Plans and directs all aspects of an organization's contract administration function. Works closely with organization's legal department to develop proposals, oversee preparation, and monitor progress. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Contracts Administration Director

Responsible for activities in the organization's contracts administration function. Oversees the preparation of proposals and negotiation and administration of contracts in accordance with company policies and legal requirements. Directs contract administration staff and provides guidance on complex contracts. Requires a bachelor's degree with at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Contracts Administration Manager

Prepares proposals, negotiates contracts, and administers commercial and government contracts in accordance with company policies and legal requirements. Manages contract administration staff and provides guidance on complex contracts. Requires a bachelor's degree with at least 5 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Contracts Administrator I

Aids in the preparation of contractual provisions and the administration of contract proposals. Responsible for preparing bids and negotiating specifications and contractual provisions. Requires a bachelor's degree and 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under direct supervision; typically reports to a manager.

Contracts Administrator II

Aids in the preparation of contractual provisions and the administration of contract proposals. Responsible for preparing bids and negotiating specifications and contractual provisions. Requires a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan

and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager.

Contracts Administrator III

Aids in the preparation of contractual provisions and the administration of contract proposals. Responsible for preparing bids and negotiating specifications and contractual provisions. Requires a bachelor's degree and at least 4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. Works under general supervision; typically reports to a manager.

Contracts Administrator IV

Aids in the preparation of contractual provisions and the administration of contract proposals. Responsible for preparing bids and negotiating specifications and contractual provisions. Requires a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Contracts Manager - IT

Creates, writes, negotiates and reviews hardware or software licensing contracts. Works with the Business Development team in establishing agreements that reflect the interests of partners and the company. Also works with legal counsel when drafting licensing agreements. Ensures contract performance and rewrites or amends as necessary. Requires a bachelor's degree. Must have at least 5 years of experience in contract administration. Must have a solid understanding of web technology. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. Typically reports to a head of a unit/department.

Recruiting

Recruiting Executive (Top)

Plans and directs an organization's employment and recruiting programs, policies, and objectives in order to achieve optimal staffing levels. Develops and administers recruitment strategies that meet organizational needs and is responsible for overall recruiting, hiring and onboarding of employees. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Recruiting Director

Plans, develops, and directs strategic recruitment and employment programs. Works with management to understand current and future workforce needs and develops improvements to staffing processes like

sourcing and selection. Requires a bachelor's degree in a related area and at least 8 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Executive Recruiter

Screens, interviews, and recommends prospective employees for employment in executive or senior management positions. Works with executive search firms or other placement agencies to develop and maintain a highly qualified candidate pool. Extends offers of employment to successful candidates. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is expected. Typically reports to top management.

Recruiter I

Recruits, interviews, checks references, makes offers, and conducts orientation for new employees. Performs exit interviews and processes change of employee status. May require a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Recruiter II

Recruits, interviews, checks references, makes offers, and conducts orientation for new employees. Performs exit interviews and processes change of employee status. Typically requires a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Recruiter III

Recruits, interviews, checks references, makes offers, and conducts orientation for new employees. Performs exit interviews and processes change of employee status. May require a bachelor's degree and 5-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Recruiter IV

Recruits, interviews, checks references, makes offers, and conducts orientation for new employees. Performs exit interviews and processes change of employee status. May require a bachelor's degree and at least 8 years of experience in the field or in a related area. Familiar with a variety of the field's

concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Purchasing

Purchasing Executive (Top)

Oversees all aspects of an organization's goods and services purchasing function. Responsible for planning and directing materials and supply to reduce costs and improve quality. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Purchasing Director

Directs and oversees an organization's purchasing function. Develops policies and procedures related to the procurement of goods and services. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Purchasing Manager

Manages all purchasing activities. Receives orders and grants approval for purchases of goods or services. Analyzes changes or new issues in materials and supplies to find ways to reduce costs and improve quality. Requires a bachelor's degree with at least 8 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Purchasing Agent

Responsible for purchases made by the organization. Evaluates and approves vendors and authorizes purchase orders for goods or services. Requires a bachelor's degree with at least 8 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.

Buyer I

Responsible for purchasing and negotiating materials, equipment, and supplies from vendors. Evaluates vendor quotes and services to determine most desirable suppliers. May require a bachelor's degree and 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines

to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Buyer II

Responsible for purchasing and negotiating materials, equipment, and supplies from vendors. Evaluates vendor quotes and services to determine most desirable suppliers. May require a bachelor's degree and 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals to perform a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Buyer III

Responsible for purchasing and negotiating materials, equipment, and supplies from vendors. Evaluates vendor quotes and services to determine most desirable suppliers. May require a bachelor's degree and 5-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. May report to an executive or a manager.

Buyer IV

Responsible for purchasing and negotiating materials, equipment, and supplies from vendors. Evaluates vendor quotes and services to determine most desirable suppliers. May require a bachelor's degree and at least 8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Commodity Manager

Develops, implements, and maintains a commodity inventory strategy that supports a company's supply chain. Evaluates market conditions in order to maintain inventory levels and control costs. Evaluates and recommends vendors. Manages ongoing relationships with suppliers. Requires a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Commodity Buyer

Responsible for purchasing commodities to support a company's supply chain. Evaluates vendor quotes and services to determine the most desirable suppliers. Requires a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with the standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is expected. Typically reports to a manager.

Telecommunications Director

Responsible for the strategic planning and design of an organization's telecommunications systems. Works with other members of the IS staff to ensure that telecommunications solutions meet company needs. May use voice, data, video, or other systems as needed. May require a bachelor's degree in area of specialty and at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Media Planner

Responsible for research and development of media plans and identifying target audiences and ideal media outlets. Recommends media mix and frequency that is in line with the budget and established media objectives. May require a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor.

Media Buyer

Responsible for negotiating, scheduling, and buying appropriate media. Must identify target audience and ensure media reaches target audience. Works closely with media planner to implement media plan. May require a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor.

Compensation & Benefits

Compensation and Benefits Executive (Top)

Plans and directs compensation and benefits policies, objectives, and initiatives. Responsible for development and administration of all compensation and benefits programs designed to attract and retain employees. Ensures compensation and benefits programs remain within budgetary constraints. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Job Description for Compensation and Benefits Director

Responsible for overall design, implementation, communication, and administration of the organization's compensation and benefits programs. Ensures that compensation and benefit programs support the organization's strategic objectives and meet all legal requirements. Requires a bachelor's degree in area of specialty and at least 10 years of experience in the field or in a related area. Familiar

with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Compensation and Benefits Manager

Designs, plans, and implements corporate compensation and benefits programs, policies, and procedures. Responsible for reviewing programs, suggesting modifications, and ensuring achievement of competitive market position and other goals identified by the organization. Responsible for ensuring programs meet employee needs, comply with legal requirements, and are cost effective. Ensures the compensation and benefits programs enhance the organization's ability to recruit and retain employees. Requires a bachelor's degree in a related area and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Compensation Executive (Top)

Plans and directs compensation policies, objectives, and initiatives. Responsible for development and administration of all compensation programs designed to attract and retain employees. Ensures compensation programs remain within budgetary constraints. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Compensation Director

Responsible for overall design, implementation, communication, and administration of the organization's compensation programs. Ensures that compensation programs support the organization's strategic objectives and meet all legal requirements. Requires a bachelor's degree in area of specialty and at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Compensation Manager - Executive

Responsible for the analysis and administration of executive compensation programs including executive salary surveys, annual and long-term incentive programs, and deferred compensation plans. Provide consultation on executive compensation matters to senior executives and human resources. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Compensation Manager

Designs, plans, and implements corporate compensation programs, policies, and procedures. Responsible for achieving organization's desired position in market and compensation goals, and conducting or participating in surveys. Ensures the compensation program enhances the organization's ability to recruit and retain employees. Requires a bachelor's degree in a related area and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Benefits Executive (Top)

Plans and directs activities related to employee benefit policies, objectives, and initiatives. Responsible for the development and administration of all benefits programs designed to attract and retain employees within budgetary constraints. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Benefits Director

Responsible for the overall design, implementation, communication, and administration of the organization's health and welfare benefits programs. Ensures that the programs adhere to current regulations and support the organization's strategic objectives. Requires a bachelor's degree in area of specialty and at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Benefits Manager

Designs, plans, and implements corporate benefits programs, policies, and procedures. Responsible for ensuring programs meet employee needs, comply with legal requirements, and are cost effective. Requires a bachelor's degree in a related area and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Benefits Administrator I

Administers and maintains company benefits programs. Functions as a liaison between vendors and employees and advises employees on eligibility, coverage, and other benefits matters. Compiles and maintains benefits records and documents. May require an associate's degree and 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures

within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under immediate supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Benefits Administrator II

Administers and maintains company benefits programs. Functions as a liaison between vendors and employees and advises employees on eligibility, coverage, and other benefits matters. Compiles and maintains benefits records and documents. May require an associate's degree or its equivalent and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Benefits Administrator III

Administers and maintains company benefits programs. Functions as a liaison between vendors and employees and advises employees on eligibility, coverage, and other benefits matters. Compiles and maintains benefits records and documents. May require an associate's degree and 4-6 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Librarian

Library Services Director

Supervises, maintains, and enhances policies and procedures for a library. Oversees professional and support staff involved in cataloging, indexing, issuing books/materials, and keeping records of items on loan. Selects books and publications for purchase and subscribes to pertinent periodicals as allowed for by the given budget. Requires master's of library and information science from an ALA-accredited school with at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Library Services Manager

Responsible for planning and administering the staff, budget, facilities, collection and services of the library to meet the informational needs. Prepares, updates and publishes library brochures and handouts. Performs public relations functions and projects a positive and professional image of the library. Requires a master's degree of library and information science with at least 5 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs

the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Library Services Coordinator

Oversees library service offerings designed to meet the needs of a specific user population. Ensures resource availability and develops/implements new programs to meet service gaps. Assists groups and individuals in locating, obtaining and using materials. Furnishes information on library activities, facilities, rules and services. Requires a master's degree in library science from an ALA-accredited school and 0-2 years of experience in a related field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Librarian Assistant

Provides information services, such as answering questions regarding card catalogs and assists public in use of bibliographic tools. Performs routine descriptive cataloging. May require a bachelor's degree and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Library Researcher

Carries out research activities in a library. Processes requests for research information and compiles information on related topics. Requires a bachelor's degree and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Librarian

Maintains library's collection of books, serial publications, documents, audiovisual, and other materials, and assists groups and individuals in locating, obtaining and using materials. Furnishes information on library activities, facilities, rules, and services. May require a master's degree in library science, or a combination of education and experience in the field. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experiences and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required.

Secretary

Corporate Secretary

Prepares Board of Directors' meeting agendas, coordinates fees and expenses, takes minutes, and assists with the annual election of Directors. Handles shareholder relations, coordinates and communicates annual meetings, and maintains a list of holding companies, officers, and directors. Requires a bachelor's degree in area of specialty and at least 10 years of experience in the field or in a

related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to top management.

Secretary to Chief Executive Officer

Relieves Chief Executive Officer of administrative functions in order to increase the time CEO has available for executive level responsibilities. Handles a wide variety of complex and confidential situations and resolves conflicts involving the clerical and administrative function of the office. Responsible for confidential and time sensitive material. Prepares routine and advanced correspondence including letters, memoranda, and reports. Calls on one or more lower level secretaries for assistance on a per project basis. Requires an associate's degree or its equivalent with at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected. May direct and lead the work of others. Typically reports to the CEO.

Secretary I

Performs clerical duties such as filing, typing, and copying documents. Screens and transfers callers, arranges meetings and may handle travel accommodations. May distribute mail and maintain office supplies. Requires a high school diploma with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Secretary II

Performs clerical duties such as filing, typing, and copying documents. Screens and transfers callers, arranges meetings and may handle travel accommodations. May distribute mail and maintain office supplies. Requires a high school diploma with 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Secretary III

Performs clerical duties such as filing, typing, and copying documents. Screens and transfers callers, arranges meetings and may handle travel accommodations. May distribute mail and maintain office supplies. Requires a high school diploma with at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Executive Assistant

Relieves the executive of administrative type functions in order to increase the time an executive has available for executive level responsibilities. May handle a wide variety of situations and conflicts involving the clerical and administrative function of the office. Responsible for confidential and time sensitive material. Prepares routine and advanced correspondence including letters, memoranda, and reports. Requires an associate's degree or its equivalent with at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. May direct and lead the work of others. Typically reports to an executive. A wide degree of creativity and latitude is expected.

Administrative Assistant - Bilingual

Performs secretarial and administrative duties in two or more languages. Responsibilities will include scheduling appointments, providing information to callers, taking dictation, and otherwise relieving officials of clerical work and minor administrative and business detail. Requires a high school diploma or its equivalent and 2-4 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision; typically reports to a supervisor or manager.

Administrative Assistant I

Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Requires a high school diploma with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Administrative Assistant II

Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Requires a high school diploma with 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Administrative Assistant III

Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations.

Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Requires a high school diploma with at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Administrative Assistant IV

Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Requires a high school diploma with at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Creative & Visual Arts

Creative Executive (Top) - Web

Establishes and directs the strategic long-term goals, policies and procedures for an organization's online creative activities. Determines the long-term systems needs and hardware acquisition to accomplish the organization's business objectives. May require an advanced degree in a related area and at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Creative Director - Web

Directs web-based creative work. Develops creative briefs and design concepts to meet the business objectives of the organization. Responsible for establishing creative direction for the entire line of online services, products, and programs. Requires a bachelor's degree with at least 5 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Art Director

Supervises creative design within business groups and directs and develops final visual image that communicates the organization's marketing objectives to the consumer. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of

tasks. May direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Art Director - Web

Determines the look and feel of the entire site. Creates original graphics and icons for use on the site. Implements the web design parameters, style guides and visual standards. Establishes and produces graphic material for use in advertising and promoting online services and products. Requires a bachelor's degree with at least 4 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Web Community Development

Web Content Executive (Top)

Establishes and directs the strategic long-term goals, policies and procedures for an organization's online content. Determines the long-term systems needs and hardware acquisitions to accomplish the organization's business objectives. May require a bachelor's/master's degree and at least 10 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Web Content Manager

Manages all web content and projects related to the website. Writes, edits, and proofreads new content. Ensures that all documents meet established content standards and works with developers to assess any technical challenges in displaying the content. Requires a bachelor's degree in a related area and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Web Systems Director

Directs and oversees all aspects of Web systems (intranet and extranet) including design, release, and maintenance. Requires a bachelor's degree with at least 12 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Web Systems Manager

Manages all aspects of Web systems (intranet and extranet) including design, release, and maintenance. Works with customers and technology vendors to maximize opportunities in company's Web-based presence. Requires a bachelor's degree with at least 7 years of experience in the field. Familiar with a

variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Web Administrator

Maintains hardware and software critical to the functionality of the organization's website. Monitors usage and performance, creates and maintains backups, and troubleshoots and resolves issues as they arise. May require a bachelor's degree in a related area and at least 4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. Typically reports to a manager.

Web Designer, Sr.

Designs and constructs web pages/sites including incorporating graphic user interface (GUI) features and other techniques. Maintains and provides ongoing design of the website, promos and ad banners, seasonal content specials and custom chat launcher design for partners. May require a bachelor's degree in a related area and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

Web Designer

Designs and constructs web pages/sites including incorporating graphic user interface (GUI) features and other techniques. Maintains and provides ongoing design of the website, promos and ad banners, seasonal content specials and custom chat launcher design for partners. May require a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.

Website Manager

Responsible for development, implementation and maintenance of the organization's website. Monitors web traffic, oversees the development of web content, and maintains web server. Ensures that the site meets the business needs of the organization. Requires a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Web Security Manager

Responsible for designing, implementing, and maintaining security measures to support the information and data security needs of the company's Web presence. Researches and evaluates new or improved security measures to implement for Web systems' security. Requires a bachelor's degree with at least 7

years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Web Security Administrator

Develops, implements, and maintains firewall technologies that secure an organization's website. Defines network security issues, develops plans and procedures, and ensures safety and privacy of their newly developed internet and intranet sites. Creates, modifies and deletes user profiles and other access controls. Reviews security logs and violation reports. Requires a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.

Community Director - Web

Establishes the overall strategic goals for community based content. Develops, directs, and implements community related content for an organization such as live events, bulletin boards, chat rooms, and email. Requires a bachelor's degree with at least 5 years of experience a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Community Leader - Web

Leads the implementation of community related content for the organization such as chat rooms and live events. Responsible for ensuring adherence to plan specifications. May require a bachelor's degree with at least 3 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Community Specialist - Web

Implements community related content for the organization such as live events, bulletin boards, chat rooms and email. May require a bachelor's degree with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to the community director.

Communications

Top Communications Executive

Plans and directs communications programs that effectively describe and promote the organization and its products. Oversees market or public opinion research to assess program outcomes. Approves promotional campaign ideas in various types of media, as well as counsels top management on effective communication strategies. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Top Telecommunications Executive

Oversees all aspects of an organization's telecommunications function. Responsible for planning and directing the design, development, and implementation of network systems. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Communications Manager

Creates, implements and oversees communications programs that effectively describe and promote the organization and its products. May aid in the preparation of presentations and/or speeches geared toward employees. Provides supervision and direction to staff. Requires a bachelor's degree in a related field and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to head of a unit/department.

Communications Director

Directs and oversees communications programs that effectively describe and promote the organization and its products. May conduct market or public opinion research to assess program outcomes. Suggests promotional campaign ideas in various types of media, as well as counsels top management on effective communication strategies. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Customer Service

Top Customer Service Executive

Plans and directs all aspects of an organization's customer service policies, objectives, and initiatives. Responsible for the overall satisfaction of customers. May require an advanced degree and at least 15 years of direct experience in the field. Familiar with a variety of the field's concepts, practices, and

procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Customer Service Director

Directs and oversees all aspects of an organization's customer service policies, objectives, and initiatives. Develops and establishes procedures and policies governing customer correspondence and the handling of customer complaints. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Customer Service Manager

Manages a staff of customer service representatives and ensures that customers are retained, satisfied, and that their needs are fulfilled. Responsible for designing and implementing improved process or operational policies. Recommends changes to products or services to fulfill customer needs. Requires a bachelor's degree in business, marketing, or related area, and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager.

Client Services Director

Directs a team responsible for the development, implementation, and troubleshooting of enterprise hardware, software, and networking systems. Generates timelines, estimates costs, and ensures projects meet the needs of the client organization. Oversees the operations of a team of project managers, business technology consultants, and implementation specialists who interface with the client organization. Requires a bachelor's degree in area of specialty and at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Customer Information Center Manager

Responsible for managing the customer information center staff, activity, and goals. Ensures that staff has all necessary information needed to provide technical support to end-users of the organization's products. May interact with teams responsible for installation/implementation to ensure client expectations are met. Requires a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Help Desk

Help Desk Manager

Manages a team of support personnel who troubleshoot IT issues. Implements policies and procedures regarding how problems are identified, received, documented, distributed, and corrected. Ensures maximum issue resolutions in minimum time. Evaluates new information systems products or services and suggests changes to existing products or services to better aid the end user. Requires a bachelor's degree with at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to head of a unit/department.

Help Desk Support, Sr.

Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks, and monitors the problem to ensure a timely resolution. May require an associate's degree in a related area and 3-5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a supervisor or manager. A wide degree of creativity and latitude is expected.

Social Services

Top Social Services Executive

Directs, establishes, and plans the overall policies and goals for the social services department. Responsible for resident assessments, care planning and helping the residents and families adjust to their new surroundings. Requires a master's degree in a related area and at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Social Services Director

Directs, establishes, and plans the overall policies and goals for the social services department. Responsible for resident assessments, care planning and helping residents and families adjust to their new surroundings. Requires a master's degree in a related area and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Employee Communications

Employee Communications Director

Directs and oversees communications programs within the organization. Oversees preparation of internal employee communications regarding company performance, future direction, and corporate or human resource policies. Ensures accuracy and timeliness of information distributed. May manage the content of brochures, handbooks, memos or emails. May act as a liaison with the public relations or corporate communications department. Requires a bachelor's degree in a related field and at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a top executive.

Employee Communications Manager

Manages the daily operations of communications programs within the organization. Oversees staff responsible for preparation of internal employee communications regarding company performance, future direction, or corporate or human resource policies. Monitors accuracy and timeliness of information distributed. May manage the content of brochures, handbooks, memos or emails. May act as a liaison with the public relations or corporate communications department. Requires a bachelor's degree in a related field and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Employee Services

Employee Services Director

Directs and oversees a variety of employee services and voluntary benefits, which may include training, recognition programs, EAP programs, wellness or work-life programs, and elder- or child-care programs. Requires a bachelor's degree with at least 10 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Employee Services Manager

Designs, plans, and implements a variety of employee services and voluntary benefits which may include training, recognition programs, EAP programs, wellness or work-life programs, and elder- or child-care programs. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Employee Relations

Top Employee Relations Executive

Directs a company's employee relations programs, policies, and procedures. Maintains good communication and a positive relationship with employees to promote employee satisfaction and retention. Counsels employees on issues related to EEO, ADA, performance, and termination guidelines. Requires a bachelor's degree in a related area and at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Employee Relations Director

Oversees a company's employee relations programs, policies, and procedures. Maintains good communication and a positive relationship with employees to promote employee satisfaction. Helps counsel employees on issues related to EEO, ADA, performance, and termination guidelines. Requires a bachelor's degree in a related area and at least 8 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Employee Relations Manager

Designs, plans, and implements a company's employee relations programs, policies, and procedures. Maintains good communication and positive relationships with employees to promote employee satisfaction. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Membership Relations

Membership Director

Directs and oversees membership activities for a membership organization or association. Develops programs and initiatives designed to increase membership. Updates and distributes information to current members as well as prospective members. May require a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Membership Manager

Organizes membership activities, developments, and relations for a membership organization or association. Updates and distributes information to current members as well as prospective members. Is

responsible for updating and organizing the membership databases. May require a bachelor's degree in area of specialty and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Membership Assistant

Assists in the recruitment and retention of members for a membership organization or association. Processes periodical subscriptions and membership applications or changes. Maintains membership records, solicits and acknowledges memberships, and prepares advertisements or correspondence regarding the organization and its programs. May require a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Member Services Director

Directs and coordinates all aspects of the health maintenance organization (HMO) member services department. Plans and directs policies and objectives for addressing member inquiries. Establishes service quality goals for the department and implements strategies to meet these goals. May require an advanced degree and at least 10 years of direct experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Member Services Manager

Responsible for daily activities in the member services function for a health maintenance organization (HMO). Tracks membership and maintains a log of all information related to members. Ensures service representatives follow established policies for addressing member inquiries and meet service quality goals. Requires a bachelor's degree in area of specialty and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of unit/department.

Member Services Representative, Sr.

Addresses more complex member inquiries, questions and concerns in all areas including enrollment, claims, benefit interpretation, and referrals/authorizations for medical care. Responsible for receiving, responding to, and directing member phone calls. Provides available information upon request and escalates issues as appropriate. Maintains confidentiality per HIPAA guidelines. Requires a high school diploma or its equivalent and 4-6 years of related experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and

accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

Member Certification Manager

Manages the operations of the certification or credentialing programs of an association or membership organization. Oversees the development of standards and testing materials. May interface with outside testing organizations. Ensures that all activities and requirements regarding an organization's certification programs are met. May require a bachelor's degree in area of specialty and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Member Records Administrator

Categorizes and sorts member records for a membership organization or association. Audits records for completeness and accuracy. May process new memberships and renewals. May require a bachelor's degree or its equivalent and 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager or head of a unit/department.

Broker Relations

Broker Relations Representative

Establishes or maintains a business relationship with new or existing brokers. Provides commissions for brokers on an accurate and timely manner. Troubleshoots all the administrative and specialized issues from brokers and clients. Requires a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

Vendor Relations

Top Vendor Relationship Executive

Directs and oversees the organization's strategic vendor management program. Responsible for selection of the company's product and service providers, and procurement to reduce operational costs. Responsible for managing vendor relationships. Develops metrics to manage vendor performance and productivity. Works closely with operations, product and executive teams to determine areas of improvement. Requires a bachelor's degree in area of specialty and at least 15 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads

and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Vendor Relationship Director

Designs and develops the organization's strategic vendor management program. Responsible for selection of the company's product and service providers, and procurement to reduce operational costs. Works closely with operations, product and executive teams to determine areas of improvement. Requires a bachelor's degree in area of specialty and 8-10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Public Relations

Top Public Relations Executive

Plans and directs all aspects of an organization's public relations policies, objectives, and initiatives. Ensures that all external communications result in positive public relations. Maintains public good will towards the organization. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Public Relations Manager

Develops and implements policies and procedures for the public relations department. Maintains favorable public image for employer or client by communicating programs, accomplishments, and/or points of view. Prepares and distributes news releases, fact sheets, scripts, etc. to media outlets. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Public Relations Director

Directs and implements a company's public relations strategies. Manages media relations, announcements, editorial placement, and speaking opportunities. Develops press releases, white papers and supporting materials. Requires a bachelor's degree in a related area and at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Media Relations Manager

Develops and implements policies and procedures for the relations between the media and the organization. Works to expand understanding of the organization's business, performance, and strategy. Prepares summaries of media activity for senior management. May serve as the company's spokesperson. Requires a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Community Relations

Community Relations Manager

Coordinates, organizes and heads efforts to represent employer favorably in the community. Plans programs that promote good will and fosters relationships with community leaders. Potentially supervises the charitable contributions program, including coordinating the approval process, screening requests for financial support, and directing the disbursement of funds. May require a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a department.

Community Outreach Specialist

Coordinates initiatives designed to promote the organization and its services to the community. Administers organizational programs aimed at addressing the needs of the surrounding area. Develops relationships with community leaders and serves as the organization's liaison with various constituents. May manage charitable giving programs as necessary. Requires a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Community Development Manager I

Manages community/economic development activities and initiatives. Ensures company visibility in all aspects of the community. Requires a bachelor's degree in area of specialty and 7-10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to top management.

Community Development Manager II

Manages community/economic development activities and initiatives. Ensures company visibility in all aspects of the community. Requires a bachelor's degree in area of specialty and at least 10 years of

experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to top management.

Investor Relations

Top Investor Relations Executive

Plans and directs all aspects of an organization's investor relations policies, objectives, and initiatives. Maintains and improves relations between an organization and its shareholders and/or the general financial community. Ensures that the organization's relationship with its shareholders reflects positively on the company's stock price. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Investor Relations Director

Directs and oversees an organization's investor relations function. Communicates with shareholders and/or the general financial community to develop and maintain positive relationships. Implements strategies to ensure the organization's relationships with shareholders reflect positively on the company's stock price. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Investor Relations Administrator

Maintains communications with shareholders of an organization and answers shareholder inquiries. Establishes relationships with shareholders that reflect positively on the company's stock price. Requires a bachelor's degree and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Technical Writing

Technical Writing Director

Establishes, plans, and administers the overall policies and goals for the technical writing department. Develops standard documentation methods to effectively communicate product concepts and technical information. Oversees internal process documentation. Coordinates with other teams and departments to determine technical writing needs. Requires a bachelor's degree and at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks.

Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Technical Writing Manager

Manages the technical writing department in accordance with organizational policies and goals. Ensures new and existing publications follow established documentation procedures. Leads internal process documentation. Evaluates existing publications for quality, relevancy, and accuracy. Requires a bachelor's degree and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Government & Regulatory

Government Affairs Executive (Top) - Federal Level

Plans and directs an organization's policies and objectives involving matters of federal government and regulations. Oversees analysis of proposed federal legislation to determine potential impact on the organization. Establishes company positions on federal regulations and communicates positions internally and externally. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Government Affairs Executive (Top) - State Level

Plans and directs an organization's policies and objectives involving matters of state government and regulations. Oversees analysis of proposed state legislation to determine potential impact on the organization. Establishes company positions on state regulations and communicates positions internally and externally. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Government Affairs Director

Directs an organization's policies and objectives involving local, state, and federal government affairs. Leads analysis of proposed legislative actions and determines the potential impact on the organization. Monitors legislative and regulatory activities and develops company positions. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Government Affairs Manager

Administers and maintains policies and objectives involving local, state, and federal government affairs. Manages staff who liaise between legislative entities and the organization. Monitors legislative and regulatory activities and oversees writing and review of new policies that support organizational goals. Analyzes proposed legislative actions and determines the potential impact on the organization. Requires a bachelor's degree with at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Regulatory Affairs Executive (Top)

Oversees the entire regulation process for products requiring governmental approval by ensuring that all necessary applications are filed and handling all government interactions. Develops procedures to ensure regulatory compliance. Requires a bachelor's degree in area of specialty and 15 years of experience in the field or in a related area. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Regulatory Affairs Director

Directs the regulation process for products requiring governmental approval by ensuring that all necessary applications are filed and handling all government interactions. Assists in developing procedures to ensure regulatory compliance. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Regulatory Affairs Manager

Oversees the regulation process for products requiring governmental approval, including filing necessary applications and handling all government interactions. Coordinates inspection of the organization and contract facilities, and develops procedures to ensure regulatory compliance. Requires a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Legal Services

Legal Executive (Top)

Plans and directs all aspects of an organization's legal affairs and ensures maximum protection of its legal rights. Leads the defense of the organization in lawsuits and the prosecution of lawsuits on behalf

of the organization against others. Provides legal expertise to other departments where needed. Must be a graduate of an accredited law school with at least 15 years of experience and be admitted into the state bar. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Legal Services Director

Oversees the activities of the organization's legal department. Provides legal advice and interpretation to senior management regarding contracts, state/federal regulatory requirements, intellectual property or trademark protection, or other business affairs. Coordinates the work of internal or external legal staff. Must be a graduate of an accredited law school with at least 8 years of experience as an attorney and admitted into the state bar. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Legal Secretary I

Performs secretarial and administrative duties for an attorney. Responsibilities will include typing letters, memos and reports, answering phones, and filing. Requires a high school diploma with 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Legal Secretary II

Performs secretarial and administrative duties for an attorney. Responsibilities will include typing letters, memos and reports, answering phones, and filing. Requires a high school diploma with 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Legal Secretary III

Performs secretarial and administrative duties for an attorney. Responsibilities will include typing letters, memos and reports, answering phones, and filing. Requires a high school diploma with at least 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Legal Secretary IV

Performs secretarial and administrative duties for an attorney. Responsibilities will include typing letters, memos and reports, answering phones, and filing. Requires a high school diploma with at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Paralegal Manager

Responsible for distributing cases to the paralegals and assuring their timely completion. Provides research and training support to the paralegals on statutes, recorded judicial decisions, and other legal articles or documents. Validates and oversees the preparation of legal documents, such as briefs, appeals, wills, or contracts. May require a bachelor's degree and at least 8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to the head of a unit/department.

Paralegal Supervisor

Supervises the preparation of legal documents such as briefs, appeals, wills, and contracts to ensure the work is completed accurately and timely. Trains and supports the paralegals on statutes, recorded judicial decisions, and other legal articles or documents. Requires a bachelor's degree in area of specialty and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.

Paralegal I

Provides support to attorneys. Under the direction of an attorney, resolves routine legal issues. Researches and analyzes law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions, and legal codes to prepare legal documents, such as briefs, pleadings, appeals, wills, contracts, etc. May require an associate's degree or its equivalent and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision; typically reports to an attorney.

Paralegal II

Provides support to attorneys. Under the direction of an attorney, resolves routine legal issues. Researches and analyzes law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions, and legal codes to prepare legal documents, such as briefs, pleadings, appeals, wills, contracts, etc. May require an associate's degree or its equivalent and 2-5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies

on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to an attorney.

Paralegal III

Provides support to attorneys. Under the direction of an attorney, resolves routine legal issues. Researches and analyzes law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions, and legal codes to prepare legal documents, such as briefs, pleadings, appeals, wills, contracts, etc. May require a bachelor's degree and 5-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to an attorney.

Paralegal IV

Provides support to attorneys. Under the direction of an attorney, resolves routine legal issues. Researches and analyzes law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions, and legal codes to prepare legal documents, such as briefs, pleadings, appeals, wills, contracts, etc. May require a bachelor's degree and at least 8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to an attorney.

Tax Attorney I

Acts as organization's representation in dealing with local, state, and federal taxing agencies. Responsible for developing tax saving plans and preparing legal documents involving liabilities. Offers counsel on the impact of tax laws and preparation of tax activities. Requires a JD with 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager or head of a unit/department.

Tax Attorney II

Acts as organization's representation in dealing with local, state, and federal taxing agencies. Responsible for developing tax saving plans and preparing legal documents involving liabilities. Offers counsel on the impact of tax laws and preparation of tax activities. Requires a JD with 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager or head of a unit/department.

Tax Attorney III

Acts as organization's representation in dealing with local, state, and federal taxing agencies. Responsible for developing tax saving plans and preparing legal documents involving liabilities. Offers

counsel on the impact of tax laws and preparation of tax activities. Requires a JD with 5-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Tax Attorney IV

Acts as organization's representation in dealing with local, state, and federal taxing agencies. Responsible for developing tax saving plans and preparing legal documents involving liabilities. Offers counsel on the impact of tax laws and preparation of tax activities. Requires a JD with at least 8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Privacy

Privacy Executive (Top)

Plans and directs all aspects of an organization's privacy policies, objectives, and initiatives in accordance with security laws. Develops and directs privacy training programs. Communicates policies to customers, shareholders, and media. Requires a bachelor's degree in area of specialty and at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Privacy Director

Designs and develops the goals, policies, and procedures of the organization's privacy programs in accordance with security laws. Plans and directs privacy training programs and activities. Responsible for research and response to consumer, government, and media inquiries. Requires a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Compliance

Corporate Compliance Executive (Top)

Responsible for an organization's compliance with financial policy and reporting regulations. Plans and directs programs, policies, and practices to ensure that all business units' activities are in compliance with regulatory requirements. Tracks laws and regulations that might affect the organization's policies and implements necessary changes. Requires a bachelor's degree in area of specialty and at least 15 years of experience in the field or in a related area. Demonstrates expertise in a variety of the field's

concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Corporate Compliance Director

Directs programs, policies, and practices to ensure that all business units are in compliance with financial policy and reporting regulations. Tracks laws and regulations that might affect the organization's policies and implements necessary changes. Requires a bachelor's degree in area of specialty and at least 10 years of experience in the field or in a related area. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Compliance Manager

Designs and implements programs, policies, and practices to ensure that all business units are in compliance with federal, state, and local regulatory requirements. Tracks laws and regulations that might affect the organization's policies. Prepares compliance reports to present to management. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Compliance Coordinator

Assists with the preparation and completion of regulatory and compliance documents. Ensures compliance with contractual requirements and federal, state, and local government regulations. Requires a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Community Development Compliance Specialist

Responsible for the coordination and completion of government, regulatory, and compliance documents for all community development activities in an organization. Ensures adherence with Community Reinvestment Act banking laws. Requires a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Training

Learning (Knowledge) Executive (Top)

Ensures that all employees have access to pertinent business information and knowledge. Accountable for design, development, and release of knowledge systems, applications, and services for all business functions. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Top Training Executive

Responsible for all aspects of an organization's corporate training policies, objectives, and initiatives. Plans and directs new training techniques and suggests enhancements to existing training programs. Oversees relationship with vendors to ensure appropriate employee participation in outside training programs. Requires a bachelor's degree in area of specialty and at least 15 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

In-service Training Director

Directs the design, planning, and implementation of corporate in-service training programs. Ensures that the training programs meet federal, state, and local regulations. Measures the impact of programs and learning activities. Approves new training techniques and suggests improvement to existing training programs. Requires a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Training Director

Directs the design, planning, and implementation of corporate training programs, policies, and procedures. Approves new training techniques and suggests enhancements to existing training programs. Oversees relationships with vendors to ensure employee participation in outside training programs. Requires a bachelor's degree in area of specialty and at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Training Manager

Designs, plans, and implements corporate training programs, policies, and procedures. Researches new training techniques and suggests enhancements to existing training programs. Contracts with vendors for employee participation in outside training programs. Requires a bachelor's degree in a related area and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department or top management.

Technical Training Manager

Manages, participates in, and conducts technical training programs. Determines training objectives. Writes training programs, including outlines, text, handouts, tests, and designs laboratory exercises. Lectures class on safety, installation, programming, maintenance, and repair of machinery and equipment, following outline, handouts and texts. Administers written and practical exams and writes performance reports to evaluate trainees' performance. Requires a bachelor's degree and at least 7 years of technical experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to an executive or head of a unit/department.

Training Center Manager

Manages all operational activities of the training center. Works with executives to develop corporate training center strategies and initiatives. Contracts with vendors to allow for employee participation in outside training programs. Responsibilities may include performing a needs analysis on current employees and training the trainer on techniques and program design. Requires a bachelor's degree in a related area and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Quality Assurance

Top Total Quality Executive

Oversees all aspects of an organization's total quality function. Responsible for planning and directing total quality policies, programs, and initiatives to improve the quality of organizational processes, products, and services. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Top Quality Control Executive

Oversees all aspects of an organization's quality control function. Ensures products meet corporate standards as well as all applicable government regulations. Develops procedures for testing of final product and makes decisions regarding the issuance of recall notices. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Quality Assurance Director

Responsible for planning and directing quality assurance policies, programs, and initiatives. Directs process and product testing to ensure quality standards are met during production. Requires a bachelor's degree with at least 12 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Quality Assurance Manager

Responsible for the design and implementation of policies and procedures to ensure that quality standards are met during production. Oversees testing of processes and products. Requires a bachelor's degree in area of specialty and at least 6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Security

Corporate Security Executive (Top)

Develops and implements policies to ensure physical safety of all property and assets owned by the organization. Oversees administration and operation of the organization's security equipment and staff. May communicate with law enforcement on security matters. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Security Director

Administers and maintains policies to ensure physical safety of all property and assets owned by the organization. Supervises administration and operation of organization's security equipment and staff. May communicate with law enforcement on security matters. Requires a bachelor's degree with at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and

procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a top management.

Security Manager

Manages a group of security guards who ensure the protection of an organization's facilities. Develops and enforces security procedures and regulations. Acts as a liaison to all departments on security measures, procedures, and needs. Requires a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Security Manager - Cross-Platform

Ensures that all system platforms are functional and secure. Works with upper management to determine acceptable level of risk for enterprise computing platforms. Requires a bachelor's degree with at least 8 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Security Manager - IS

Responsible for developing and managing Information Systems security, including disaster recovery, database protection and software development. Manages IT security analysts to ensure that all applications are functional and secure. Requires a bachelor's degree with at least 6-8 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Security Manager - Data Warehouse Information

Develops and maintains data warehouse platform security standards. Implements upgrades and modifications to existing information security hardware and software. Is also responsible for disaster recovery and business continuation planning. Requires a bachelor's degree with at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Security Manager - Data

Manages and guides the maintenance of systems to protect data from unauthorized users. Develops and administers policies and procedures for identifying, reporting, and resolving security violations. May require a bachelor's degree in area of specialty and at least 7 years of experience in the field. Familiar

with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Security Analyst, Sr. - Data

Maintains systems to protect data from unauthorized users. Identifies, reports, and resolves security violations. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Disaster Recovery

Disaster Recovery Director

Oversees all activities for ensuring the security and integrity of company data, databases, information systems, and technology. Develops disaster recovery and resumption plans for the organization. Directs the implementation of data models, database designs, data access and table maintenance codes. Establishes policies for resolving database performance, capacity and replication issues. Requires a bachelor's degree in a related area and at least 10 years of experience in the field or in a related area. Familiar with concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to a top management.

Disaster Recovery Manager

Manages daily activities for ensuring the security and integrity of company data, databases, information systems, and technology. Manages disaster recovery and resumption plans. Guides the implementation of data models, database designs, data access and table maintenance codes. Implements policies for resolving database performance, capacity and replication issues. Requires a bachelor's degree in a related area and at least 7 years of experience in the field or in a related area. Familiar with concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to a head of a unit/department.

Disaster Recovery Analyst

Assists in developing, implementing and maintaining policies, procedures, and programs for ensuring the security and integrity of company data, databases, information systems, and technology. Coordinates, tests, and administers disaster recovery and resumption plans. Implements data models, database designs, data access, and table maintenance codes. Requires a bachelor's degree in a related area and 0-3 years of experience in the field or in a related area. Familiar with standard concepts,

practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager.

Disaster Recovery Administrator

Develops, implements and maintains policies, procedures, and programs for ensuring the security and integrity of company data, databases, information systems, and technology. Supervises the implementation of data models, database designs, data access and table maintenance codes. Resolves database performance issues, database capacity issues, database replication and other distributed data issues. Oversees all aspects of the organization's resumption plan. Requires a bachelor's degree in a related area and at least 5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under limited supervision. A certain degree of creativity and latitude is required. Typically reports to a manager.

Environmental, Health, Safety, Welfare

Top Environmental, Health and Safety Executive

Oversees organizational compliance with local, state and federal environment, health and safety regulations. Represents the organization in external affairs related to the environment or environmental legislation. Ensures compliance with all environmental, health and safety regulations, and keeps abreast of any changes to laws and regulations that impact the organization. Requires a bachelor's degree and at least 15 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to top management.

Top Environmental Executive

Plans and directs all aspects of an organization's activities concerning the environment. Identifies environmental issues that may affect the organization or its employees and develops plans for corrective actions. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Top Materials Management Executive

Plans and directs all aspects of an organization's materials management policies, objectives, and initiatives. Responsible for purchase of raw materials, supplies, and equipment. Directs warehousing and distribution channels and ensures material needs are met throughout the product creation process. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in

a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Top Supply Chain Management Executive

Plans and directs all aspects of an organization's supply chain policies, objectives, and initiatives. Oversees the organization's inventory, warehousing, distribution and transportation functions. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Top Facilities Management Executive

Plans and directs the goals and policies of maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering, and machine and electrical servicing for the organization's facilities. Requires a bachelor's degree and at least 15 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to top management.

Equipment Director

Directs the operations of the equipment procurement, inventory management and maintenance function. Manages the records, licenses, inspections, warranties, and service agreements for the organization's construction related equipment and tools. Minimizes organizational cost through product standardization and tracking. Tracks quality throughout the product lifetime. Requires a bachelor's degree and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to top management.

Equipment Manager

Manages daily operations for the equipment procurement, inventory management and maintenance function. Tracks the records, licenses, inspections, warranties, and service agreements for the organization's equipment and tools. Minimizes organizational cost through product standardization and tracking. Tracks quality throughout the product lifetime. Requires a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to a head of a unit/department.

Materials Director

Directs and oversees an organization's material management policies, objectives, and initiatives. Responsible for purchase of raw materials, supplies, and equipment. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Top Manufacturing Executive

Oversees all aspects of an organization's manufacturing processes. Plans and directs the purchase, maintenance, and layout of equipment. Establishes workflow and assembly methods to maximize efficiency of manufacturing operations. Directs and monitors workforce utilization. Ensures manufacturing performance and quality goals are met. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Manufacturing Director

Directs and oversees an organization's manufacturing processes. Oversees equipment purchase, maintenance and layout. Monitors and evaluates workflow and assembly methods and makes recommendations for process improvements. Oversees staffing, scheduling and training for production. Ensures manufacturing performance and quality goals are met. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Manufacturing Manager

Manages one or more manufacturing processes. Assists with planning and directing the layout of equipment. Ensures production follows appropriate workflow and assembly methods. Hires, schedules and trains production staff. Ensures manufacturing performance and quality goals are met. Requires a bachelor's degree with at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to a unit/department head.

Top Distribution Executive

Oversees all aspects of distribution operations. Develops policies and procedures for distribution processes in order to ensure optimization and compliance with established standards and regulations. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment

to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Distribution Director

Directs all aspects of the distribution operation including merchandise inventory, shipping and receiving, and maintenance of facilities. Ensures timely deliveries to maximize sales. May require a bachelor's degree in area of specialty and at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Top Logistics Management Executive

Plans and directs all aspects of an organization's logistics management program. Develops policies and procedures for logistic processes in order to ensure optimization and compliance with established standards and regulations. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Logistics Director

Directs and oversees operations within the organization's logistics department, including the transportation and storage of goods, vendor selection and negotiation, distribution, and inventory control. Develops logistics plans and procedures to ensure that internal and client needs are met. Typically requires a bachelor's degree in area of specialty and at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Logistics Manager

Manages multiple functions within an organization's logistics department. Responsibilities may include the transportation of raw materials and/or finished goods, vendor selection and negotiation, distribution of supplies as needed, and inventory control. Requires a bachelor's degree in area of specialty and 5-7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Fleet Manager

Manages the operation and maintenance of the organization's motor vehicles. Oversees DOT compliance and reporting as it relates to the fleet. Develops and implements vehicle and equipment preventive maintenance programs. Manages fleet department budgets. Develops and maintains outside

vendor and service provider relationships. May require an associate's degree with at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Fleet Administrator

Assists in the administration and coordination of the organization's fleet of motor vehicles. Maintains accurate records of vehicles. Ensures compliance with government rules and regulations and files paperwork in support of this compliance as needed. Schedules repairs or preventative maintenance, ensuring that the necessary numbers of fleet vehicles are available at all times. Prior knowledge of DMV policies and procedures is preferred. Requires an associate's degree and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor.

Top Product Management Executive

Directs and oversees all aspects of product life cycle management including understanding market demands, technology trends, and the competitive field. Responsible for managing the strategic product roadmap, product development, product launch, and product marketing in order to gain maximum benefit from each product. Requires a bachelor's degree in area of specialty and at least 15 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. Typically reports to top management.

Emergency Services Director

Directs the staff and programs of the emergency services unit. Develops and introduces approved standards and guidelines for emergency service programs. Ensures quality care for patients. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Health Education & Coaching Director

Oversees a team responsible for providing proactive healthcare education and coaching to plan members. Develops and implements programs designed to increase the overall health of members and improve plan performance. Reviews existing plans for effectiveness and modifies as needed. Monitors performance of individual health educators or coaches and recommends training or other improvement plans. Typically requires a bachelor's degree in a related area, licensure as a registered nurse (RN), and at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a

variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Top Behavioral Health Executive

Responsible for all aspects of a healthcare organization's behavioral health function. Creates standards and guidelines for behavioral care services and programs. Oversees the study and treatment of patients with emotional, mental, or psychological disorders. May be responsible for both inpatient and outpatient treatment. Requires a master's degree/Ph.D with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Behavioral Health Director

Oversees the study and treatment of patients with emotional, mental, or psychological disorders. May be responsible for both inpatient and outpatient treatment. Requires a master's degree/Ph.D and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Environmental, Health and Safety Director

Oversees organizational compliance with local, state and federal environment, health and safety regulations. Ensures that environmental policy and procedure manuals are available and updated at all times. Ensures compliance with all environmental, health and safety regulations, and keeps abreast of any changes to laws and regulations that impact the organization. Ensures projects are completed on time and within budget. Requires a bachelor's degree and at least 10 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to a unit/department head.

Community Health Director

Responsible for developing plans for community-based health programs aimed at the prevention of disease and promotion of health. Recommends community health initiatives, policy implications and best practices after reviewing health literature and statistics. Identifies community health program related grant funding and develops grant proposals. Manages specific community health programs from planning and design through implementation and evaluation. Requires a master's degree in a related area and at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Health and Safety Manager

Monitors the removal of physical, biological and chemical hazards, and training of employees on safety policies, procedures, and regulations. Verifies compliance with health and safety regulations and ensures all necessary records are maintained and prepared according to established guidelines. Manages the participation in Occupational Safety and Health Administration (OSHA) inspections, providing inspectors with appropriate documents and identifying safety measures. Ensures projects are completed on time and within budget. Acts as advisor to health and safety administration team regarding projects, tasks, and operations. Requires a bachelor's degree and at least 10 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically reports to a unit/department head.

Safety Director

Directs an organization's safety programs. Develops, implements, and manages safety programs, policies, and procedures. Must be aware of federal, state and local safety laws to ensure the organization complies with all regulations. Responsible for maintenance of safety and accident records. May require a bachelor's degree and 10 to 12 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Top Inventory Control Executive

Oversees all aspects of an organization's production and inventory management policies, objectives, and initiatives. Responsible for production planning, master scheduling, and inventory management. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Inventory Control Manager

Ensures adequate inventory of materials and products in accordance with inventory cycles and organizational philosophy. Conducts daily inventory analysis to solve inventory problems. Develops and implements inventory control procedures. Coordinates and manages daily physical cycle counts. Trains and manages an inventory team. Requires a bachelor's degree with 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Top Loss Control Executive

Directs and plans the safety programs for the insured clients. Ensures professional and efficient loss control services to meet needs of the clients. Interacts with management and other departments for a variety of resources on all loss control issues. Stays abreast of any changes to laws and regulations pertaining to loss control and makes recommendations to top management. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Real Estate

Top Land Executive

Plans and directs all aspects of an organization's land activities, including land acquisitions, leasing and selling. Manages and maintains landowners and stakeholders relationships. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. Typically reports to top management.

Top Real Estate Executive

Plans and directs all aspects of an organization's real estate activities, including land/building acquisitions, leasing, and site location. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Top Commercial Real Estate Executive

Oversees all aspects of an organization's commercial real estate function. Responsible for planning and directing commercial real estate loans, policies, and objectives. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Commercial Real Estate Manager

Manages associates soliciting and servicing a variety of real estate commercial loans. Offers guidance and support to commercial real estate loan officers. May require a bachelor's degree and at least 8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a

variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Intellectual Property Support Manager

Provides support to the intellectual property unit of an organization and maintains a portfolio of current patents. Oversees research on developments in IP and patent law and provides support in preparation and filing of patents. Requires a bachelor's degree in area of specialty and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A degree of creativity and latitude is expected. Typically reports to top management.

Top Property Acquisitions Executive

Plans and directs an organization's real estate acquisition activities. Oversees the research, evaluation, and selection of properties for acquisition and makes decisions to align the real estate portfolio with the organization's goals, needs, and acceptable risk levels. Requires a bachelor's degree and at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Property Acquisitions Manager

Determines organization's need for additional land or office space and researches locations to determine appropriateness. Researches, negotiates and elects to purchase short- and long-term lease agreements that meet the organization's goals. May require a bachelor's degree in area of specialty and at least 8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. May lead and direct the work of others. Typically reports to a head of a unit/department.

Property Manager

Responsible for the maintenance of a portfolio of properties. Directs the buying, selling, and leasing of properties in the portfolio. May manage commercial, industrial, or residential properties. Provides information on operating costs as well as the annual budget for the properties. Requires a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Residential Property Manager

Responsible for the daily operations of one or more residential properties. Oversees sales/leasing, marketing, maintenance, and other support staff. Provides information on operating costs as well as the annual budget for the properties. May be responsible for development and implementation of programs

designed to increase occupancy or lease renewal rates. May require a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Top Retail Real Estate Executive

Plans and directs all aspects of an organization's retail real estate functions. Responsible for company expansion into new markets. Visits and approves new retail locations. Works with top management to develop organization's business strategy on real estate assets and acquisitions. Requires a bachelor's degree in area of specialty and at least 15 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Retail Real Estate Manager

Oversees regional real estate operations, including leasing, purchasing, and sale of property as well as compliance with zoning regulations. May serve as a point of contact for the community. Requires a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Transportation Director

Responsible for the operation of the company's transportation network. May oversee the acquisition of transportation providers to develop broader network. Ensures the alignment between third party partners and distribution centers to fulfill customer needs. Requires a bachelor's degree in area of specialty and at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Real Estate and Relocation Director

Directs and oversees an organization's real estate activities, including land/building acquisitions, leasing, and site location. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Transportation Manager

Manages and coordinates the transportation network within an organization. Handles domestic and/or international transportation request to meet customer needs. Responsible for evaluation and improvement of transportation network. Requires a bachelor's degree in area of specialty and at least 7

years of experience in the field or in a related area. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Warehouse Manager

Manages all warehouse activities. Manages the warehouse ensuring the receipt, coordination, and safety of goods coming through a warehouse. Also ensures that orders arrive and are dispatched on time to the appropriate destinations and in the expected quantities. Requires a high school diploma or its equivalent with 5-7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to a head of a unit/department.

Enterprise

Top Enterprise Operations Executive

Plans and directs all aspects of the organization's technical infrastructure. Oversees implementation and maintenance of enterprise-wide system tools and ensures scalability and accessibility of applications or services. Establishes and approves operating policies to mitigate risk. Requires a bachelor's degree in area of specialty and at least 15 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Enterprise Infrastructure Architect

Responsible for designing and implementing information systems which will adequately support the enterprise infrastructure of the organization. Analyzes system requirements and ensures that systems will offer security and will be effectively integrated with current applications. Ensures that all systems are working at optimal levels and offers support to application development department regarding new technologies and system requirements. Has thorough knowledge of infrastructure, application programming, and web and software applications. Requires a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Enterprise Architecture Director

Responsible for designing architecture for an organization on an enterprise level. Defines system and application architecture and provides vision, problem anticipation, and problem solving ability to organization. Requires a master's degree in area of specialty and 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on

extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Enterprise Operations Manager

Manages the daily activities of an enterprise operations unit. Responsible for planning and directing budgets, goals, and business objectives. Implements and maintains enterprise-wide system tools and ensures scalability. Follows established operating policies to mitigate risk. Requires a bachelor's degree in area of specialty and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Enterprise Operations Director

Directs and oversees operational aspects of the organization's technical infrastructure. Monitors accessibility of applications or services. Leads implementation and maintenance of enterprise-wide system tools and ensures scalability. Implements and maintains operating policies to mitigate risk. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Enterprise Infrastructure Manager

Manages and coordinates all infrastructure projects to meet client needs. Ensures that the standards and procedures are followed during design and implementation of information systems. Responsible for monitoring the systems to ensure the highest level of infrastructure performance. Requires a bachelor's degree in area of specialty and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Enterprise Infrastructure Director

Responsible for determining current and future enterprise infrastructure needs. Oversees the design and implementation of information systems that support the enterprise infrastructure of the organization. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

ERP

ERP Project Manager

Develops, plans, and implements the Enterprise Resource Planning (ERP) system. Sets deadlines, assigns responsibilities, and monitors progress for the ERP system. Evaluates and recommends changes to current and future ERP system requirements to meet organizational needs. Requires a bachelor's degree in area of specialty and at least 8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs a group of ERP Analysts. A wide degree of creativity and latitude is expected. Typically reports to top management.

ERP Analyst I

Assists with the development and maintenance of the Enterprise Resource Planning (ERP) program. Customizes and configures workflow to allow the integration of client/server applications. Tests ERP layout to ensure the system is meeting corporate needs. May require a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

ERP Analyst II

Assists with the development and maintenance of the Enterprise Resource Planning (ERP) program. Customizes and configures workflow to allow the integration of client/server applications. Tests ERP layout to ensure the system is meeting corporate needs. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

ERP Analyst III

Assists with the development and maintenance of the Enterprise Resource Planning (ERP) program. Customizes and configures workflow to allow the integration of client/server applications. Tests ERP layout to ensure the system is meeting corporate needs. May require a bachelor's degree in area of specialty and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

Program Management

Program Management Office Director

Directs and oversees the Program Management Office (PMO) to ensure IT programs and projects meet organization goals and requirements. Develops and implements PMO processes and policies, directs

project management staff, and works with other department leaders to define, prioritize, and develop projects and programs. Requires a bachelor's degree in a related area and at least 10 years of experience in the field or in a related area. Familiar with concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to a top management.

Program Manager

Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Requires a bachelor's degree and at least 10 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically reports to a unit/department head.

Program Management Office Manager

Manages day-to-day activities in the Program Management Office (PMO) to ensure IT programs and projects meet organization goals and requirements. Implements and provides guidance related to PMO processes and policies, oversees the work of project management staff, and works with other department leaders to define, prioritize, and develop projects and programs. Requires a bachelor's degree in a related area and at least 7 years of experience in the field or in a related area. Familiar with concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to a head of a unit/department.

Project Management

Project Management Director

Directs, supervises, and governs corporate projects. Reviews proposals to determine costs, timeline, funding, staffing requirements, and goals. Oversees the work of project managers and their project teams. Requires a bachelor's degree in area of specialty and at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Project Management Manager

Responsible for the coordination and completion of projects. Plans, sets deadlines, assigns responsibilities, and monitors project completion. Requires a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Project Management certification is preferred. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Project Administrator I

Plans and coordinates project scheduling, budgeting, and administrative tasks. Supports the project staff by facilitating project logistics such as meetings, conference rooms, conference calls, etc. Takes meeting minutes and action items during meetings and performs basic follow-up. Assists in development of presentations. Requires a bachelor's degree in a related area and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a project leader or manager.

Project Administrator II

Plans and coordinates project scheduling, budgeting, and administrative tasks. Supports the project staff by facilitating project logistics such as meetings, conference rooms, conference calls, etc. Takes meeting minutes and action items during meetings and performs basic follow-up. Assists in development of presentations. Requires a bachelor's degree in a related area with at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a project leader or manager.

Project Manager I

Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. May require a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Project Manager II

Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. May require a bachelor's degree and 4-7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a

variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Project Manager III

Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. May require a bachelor's degree and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Project Planning

Project Planner I

Responsible for planning and scheduling various project workloads. Gathers and analyzes information to prepare status reports. Ensures that assignment and scheduling of work follows company policy. Evaluates current procedures and recommends changes to improve the efficiency of planning and scheduling of projects. Requires a bachelor's degree and 0-3 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Project Planner II

Responsible for planning and scheduling various project workloads. Gathers and analyzes information to prepare status reports. Ensures that assignment and scheduling of work follows company policy. Evaluates current procedures and recommends changes to improve the efficiency of planning and scheduling of projects. Requires a bachelor's degree and 3-5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Project Planner III

Responsible for planning and scheduling various project workloads. Gathers and analyzes information to prepare status reports. Ensures that assignment and scheduling of work follows company policy. Evaluates current procedures and recommends changes to improve the efficiency of planning and scheduling of projects. Requires a bachelor's degree and 5-7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Other Planning Management

Planning Director

Directs and oversees an organization's planning function to promote organizational effectiveness. Works with the top management to provide broad-based strategic thought leadership on a variety of business topics. Leads the preparation of quarterly business updates, Board presentations, and other critical business updates. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Product/Brand Management Director

Directs and oversees all aspects of product life cycle management including understanding market demands, technology trends, and the competitive field. Responsible for managing the strategic product roadmap, product development, product launch, and product marketing in order to gain maximum benefit from each product. Typically requires a bachelor's degree and at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Case Management Director

Oversees a staff of case managers responsible for patient care coordination. Develops and implements case management programs, including utilization review, intake or discharge planning, and managed care contracting or negotiation. Evaluates patient care data to ensure that care is provided in accordance with clinical guidelines and organizational standards. Seeks treatments that balance clinical and financial concerns with the family's needs and the patient's quality of life. Requires certification as a registered nurse with at least 7 years of clinical experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to top management.

Work/Life Program Manager

Designs and carries out work/life policies, such as telecommuting, flex-time, job sharing, and dependent care assistance. Responsibilities may include Employee Assistance Programs. Promotes work and family programs to the organization's management team. Communicates and encourages work and family programs to employees. Requires a bachelor's degree in area of specialty and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of unit/department.

Wellness Program Manager

Manages, designs and implements policies and procedures relating to a company's wellness programs and activities designed to improve employee health and well being. Facilitates changes and/or additions to programs that reflect the changing needs of the employees. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Wellness Program Administrator

Assists in the administration of wellness programs and activities designed to improve employee health and well being. Recommends changes and/or additions to programs that reflect the changing needs of the employees. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor.

Data Management Director

Directs and oversees the design and development of systems used for managing data such as data warehouses, data stores, and other business intelligence systems. Responsible for maintaining and monitoring the data systems to ensure they meet organizational requirements. Requires a bachelor's degree and at least 10 years of direct experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

CRM Program Director

Manages the Customer Relationship Management (CRM) enterprise initiative. Reviews CRM project proposals to determine costs, timeline, funding, staffing requirements and goals. Requires a bachelor's degree in area of specialty and at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Strategic Planning

Strategic Planning Executive (Top)

Ensures the best use of organization's resources by defining and planning an organization's strategic and long-range goals. Evaluates existing plans to ensure growth and profitability and makes adjustments as necessary. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience

and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Strategic Planning Director

Directs and oversees an organization's strategic and long-range goal planning function. Responsible for overseeing organizational reviews, communicating results to top management, and developing strategies based on organizational reviews. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Strategic Planning Manager

Responsible for planning and directing an organization's strategic and long-range goals. Conducts organizational reviews to identify strengths, weaknesses, and opportunities and to evaluate operational effectiveness. Requires a bachelor's degree and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Strategic Planning Director

Directs and oversees an organization's strategic and long-range goal planning function. Responsible for overseeing organizational reviews, communicating results to top management, and developing strategies based on organizational reviews. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Strategic Planning Analyst I

Responsible for developing long-term goals and strategic objectives for an organization. Identifies, analyzes, and monitors issues that affect profitability, growth, and productivity. May also be responsible for recommending financial and non-financial strategic alternatives and developing and maintaining operational plans. Requires a bachelor's degree and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

Strategic Planning Analyst II

Responsible for developing long-term goals and strategic objectives for an organization. Identifies, analyzes, and monitors issues that affect profitability, growth, and productivity. May also be responsible

for recommending financial and non-financial strategic alternatives and developing and maintaining operational plans. Requires a bachelor's degree and 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Networking

Network Planning

Top Network Planning Executive

Ensures the best use of an organization's network resources by defining and planning an organization's network system goals. Determines need for new products and systems based on budget, client needs, and improvements in technology. May work closely with several functional areas in an organization to ensure that the network is meeting the expectations of clients. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Network Planning Manager

Develops, plans, and implements the overall strategic goals of an organization's network system. Evaluates and recommends changes to current and future network requirements to meet the organization's needs. Requires a bachelor's degree in a related area and at least 8 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Network Planning Analyst I

Reviews, plans, and evaluates network systems. Provides documentation/project tracking and management reporting. Provides tactical and strategic input on overall network planning and related projects. May require a bachelor's degree in a related area and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

Network Planning Analyst II

Reviews, plans, and evaluates network systems. Provides documentation/project tracking and management reporting. Provides tactical and strategic input on overall network planning and related projects. May require a bachelor's degree in a related area and 2-4 years of experience in the field or in

a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

Network Planning Analyst III

Reviews, plans, and evaluates network systems. Provides documentation/project tracking and management reporting. Provides tactical and strategic input on overall network planning and related projects. May require a bachelor's degree in a related area and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

Network Planning Analyst IV

Reviews, plans, and evaluates network systems. Provides documentation/project tracking and management reporting. Provides tactical and strategic input on overall network planning and related projects. Requires a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Network Planning Analyst V

Reviews, plans, and evaluates network systems. Provides documentation/project tracking and management reporting. Provides tactical and strategic input on overall network planning and related projects. Requires a bachelor's degree in area of specialty and at least 8-10 years of experience in the field or in a related area. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Network Service Director

Directs the operations of the service delivery department for a telecommunications network. Ensures client service is prompt and accurate. Responsible for the design of strategic service plans and promotion of the organization's products or services. May require a bachelor's degree in area of specialty and at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Network Engineering

Network Engineering Director

Responsible for all aspects of an organization's network systems including software and hardware. Recommends, implements, and maintains network architectures (LAN and WAN). Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Network Engineer I

Assists in the development and maintenance of network communications. Uses knowledge of LAN/WAN systems to help design and install internal and external networks. Tests and evaluates network systems to eliminate problems and make improvements. Requires a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on experience, and judgement to perform the functions of the job. Works under general supervision. Typically reports to a supervisor.

Network Engineer II

Assists in the development and maintenance of network communications. Uses knowledge of LAN/WAN systems to help design and install internal and external networks. Tests and evaluates network systems to eliminate problems and make improvements. Requires a bachelor's degree in area of specialty and 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor.

Network Engineer III

Assists in the development and maintenance of network communications. Uses knowledge of LAN/WAN systems to help design and install internal and external networks. Tests and evaluates network systems to eliminate problems and make improvements. Requires a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

Network Engineer IV

Assists in the development and maintenance of network communications. Uses knowledge of LAN/WAN systems to help design and install internal and external networks. Tests and evaluates network systems to eliminate problems and make improvements. Requires a bachelor's degree and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of

tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.

Network Engineer V

Assists in the development and maintenance of network communications. Uses knowledge of LAN/WAN systems to help design and install internal and external networks. Tests and evaluates network systems to eliminate problems and make improvements. Requires a bachelor's degree and at least 8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.

Network Operations

Network Operations Director

Responsible for the overall performance and availability of network. Analyzes network and recommends upgrades/changes; assesses organization's current and future network needs. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Network Operations Manager

Responsible for the daily performance and availability of the organization's network. Analyzes network and recommends upgrades/changes; assesses organization's current and future network needs. Oversees the daily operations of network staff and records incidents and changes. Requires a bachelor's degree in area of specialty and at least 8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Network Administrator I

Sets up, configures, and supports internal and/or external networks. Develops and maintains all systems, applications, security, and network configurations. Troubleshoots network performance issues and creates and maintains a disaster recovery plan. Recommends upgrades, patches, and new applications and equipment. Provides technical support and guidance to users. May require a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Network Administrator II

Sets up, configures, and supports internal and/or external networks. Develops and maintains all systems, applications, security, and network configurations. Troubleshoots network performance issues and creates and maintains a disaster recovery plan. Recommends upgrades, patches, and new applications and equipment. Provides technical support and guidance to users. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Network Administrator III

Sets up, configures, and supports internal and/or external networks. Develops and maintains all systems, applications, security, and network configurations. Troubleshoots network performance issues and creates and maintains a disaster recovery plan. Recommends upgrades, patches, and new applications and equipment. Provides technical support and guidance to users. May require a bachelor's degree in area of specialty and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Network Administrator IV

Sets up, configures, and supports internal and/or external networks. Develops and maintains all systems, applications, security, and network configurations. Troubleshoots network performance issues and creates and maintains a disaster recovery plan. Recommends upgrades, patches, and new applications and equipment. Provides technical support and guidance to users. May require a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Network Administrator V

Sets up, configures, and supports internal and/or external networks. Develops and maintains all systems, applications, security, and network configurations. Troubleshoots network performance issues and creates and maintains a disaster recovery plan. Recommends upgrades, patches, and new applications and equipment. Provides technical support and guidance to users. May require a bachelor's degree in area of specialty and 8-10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. Typically reports to a manager or head of a unit/department.

Top Network Provider Executive

Plans and directs all aspects of an organization's provider network function. Responsible for developing the network and negotiating and administering contracts. Oversees provider relations and monitors and directs all provider services. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Network Provider Director

Directs and oversees the development of a healthcare network. Manages the negotiation of managed care or other payor contracts. Requires a bachelor's degree in area of specialty and at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Applications Development

Applications Development Director

Plans, coordinates, and supervises all activities related to the design, development, and implementation of the organization's applications development and analysis function. Manages multiple development teams supporting different lines of businesses. Work closely with clients in order to map and support their operational needs. Responsible for developing, distributing, supporting, enforcing, and integrating best practices and technology standards across the organization. Requires a bachelor's degree in area of specialty and at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Applications Development Manager

Manages a team of analysts or developers responsible for the organization's applications development and analysis function. Evaluates existing applications to determine technical changes, schedules projects and resources, and monitors project timelines. Sets and implements policies and procedures related to application quality standards and testing. Requires a bachelor's degree in a related area and at least 7 years of experience with applications development. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to a head of a unit or department.

Internet Technology

IT Quality Assurance Director

Responsible for planning and directing quality assurance policies, programs and initiatives. Develops and tracks operational metrics for the quality assurance function. Directs the design and implementation of IT services. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

IT Quality Assurance Manager

Defines and implements IT quality assurance practices and procedures. Manages a group of quality assurance analysts who test, evaluate, and validate IT initiatives and identify issues in software or services. Analyzes discrepancies in service or performance and makes recommendations for product or service updates. Requires a bachelor's degree with at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to head of a unit/department.

IT Asset Manager

Manages the operations of the IT procurement and inventory management function. Manages the maintenance of records and databases containing information regarding licenses, warranties, and service agreements for the organization's hardware and software. Minimizes organizational cost through product standardization and tracking. Tracks quality throughout the product lifetime. Requires a bachelor's degree and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to a head of a unit/department.

IT Asset Management Administrator

Responsible for administrative duties within the IT procurement and inventory management function. Maintains records and databases containing information regarding licenses, warranties, and service agreements for the organization's hardware and software. Minimizes organizational cost through product standardization and tracking. Tracks quality throughout the product lifetime. Requires a bachelor's degree and 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under general supervision. Typically reports to a supervisor or manager.

IT Vendor Relationship Manager

Manages the outsourcing process for the organization's IT department. Oversees the evaluation and selection of vendors as well as the negotiation of purchase contracts or service level agreements. Handles problems with vendors or products as necessary. May be responsible for budgeting. Requires a bachelor's degree and at least 7 years of experience in the field or a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to a head of a unit/department.

IT Procurement Manager

Manages activities in the information technology procurement function. Ensures products and services are purchased in the most cost- and time-efficient manner. Evaluates contracts and vendors; makes final decisions regarding suppliers. May serve as a mediator during disputes between vendors and IT staff. Requires a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

IT Procurement Administrator

Directs the daily activities of the technology purchasing function. Reviews technology purchasing decisions, orders, and vendor contracts. Oversees the ordering of materials and supplies from vendors. Researches, interviews, and negotiates with suppliers to obtain prices and specifications. Creates purchase orders for the acquisition of materials and performs related administrative tasks. May require a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

IT Project Coordinator

Coordinates all IT projects and ensures company resources are utilized appropriately. Compiles project status reports, coordinates project schedules, manages project meetings, and identifies and resolves technical problems. Identifies and analyzes systems requirements and defines project scope, requirements, and deliverables. Coordinates project activities and ensures all project phases are documented appropriately. Requires a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A degree of creativity and latitude is required. Typically reports to a supervisor or manager.

IT Project Manager I

Responsible for the coordination and completion of projects within the information technology department. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Builds and maintains working relationships with team members,

vendors, and other departments involved in the projects. Prepares reports for upper management regarding status of project. May require a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

IT Project Manager II

Responsible for the coordination and completion of projects within the information technology department. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Builds and maintains working relationships with team members, vendors, and other departments involved in the projects. Prepares reports for upper management regarding status of project. May require a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

IT Project Manager III

Responsible for the coordination and completion of projects within the information technology department. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Builds and maintains working relationships with team members, vendors, and other departments involved in the projects. Prepares reports for upper management regarding status of project. May require a bachelor's degree and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.