POSITION ANNOUNCEMENT

DEPUTY DIRECTOR FOR ADMINISTRATION

Lowell Observatory’s Deputy Director for Administration (hereafter DDA) is a senior level individual responsible for managing the Observatory’s administrative arm, including finances, human relations, and facilities, providing essential support for the Observatory’s research and advancement departments. This is a full-time, exempt, employment-at-will position reporting to the Director.

OVERSIGHT OF FINANCES

The DDA is responsible for all aspects of the observatory’s finances exclusive of management of the Trust, including:

- establishment of the annual operating, capital, and cash flow budgets and development of financial models to assist in strategic planning,
- management of the Observatory’s numerous Federal grants and contracts,
- management of travel reimbursements in a timely, and efficient manner,
- negotiation of overhead rate,
- oversight of accounts payable and receivable, payroll, and benefits,
- interaction with auditors to complete the annual audit.

At the same time, the DDA will work closely with the Director and the Trustee to maintain awareness of the state of the Trust including the division of general and donor-restricted funds as well as expected cash draws. The DDA is a member of the senior leadership team at the Observatory, which includes the Director and the Deputy Directors for Development, Technology, and Science.

OVERSIGHT OF HUMAN RELATIONS

The DDA is the Observatory’s chief HR officer and is responsible for personnel files, currency of employee handbook, and safety and emergency plans. In consultation with the Director, the DDA will evaluate options for providing the Observatory’s benefits package and will negotiate coverage that provides the best package to employees that the Observatory can deliver. The DDA should be aware of any disputes or employee complaints, and is ultimately responsible for their resolution, though department managers shall attempt to resolve disputes in the first instance.

MANAGEMENT OF FACILITIES

Lowell has physical infrastructure on Mars Hill, Anderson Mesa, Mule Park, and at the DCT site, and this infrastructure is expanding and seeing increasing usage by observatory personnel as well as guests.

The DDA is responsible for the safe and efficient operation and maintenance of Lowell’s buildings and grounds, vehicle fleet, and other physical assets. This will require coordination with the Grounds Manager, who reports directly to the DDA, as well as the Deputy Director for Technology, who is responsible for maintenance and operation of telescopes, domes, instrumentation, and computing equipment and infrastructure. This area of responsibility includes ongoing M&O as well as implementation of planned and deferred maintenance.

Additional tasks and responsibilities may be identified and assigned to the DDA by the Director.
SCOPE OF RESPONSIBILITY

The tasks expected of the DDA require a significant support staff. The size and skill sets needed of this staff will be determined by the DDA and the Director. The DDA should provide all direct reports with a supportive work environment and opportunities for professional growth, and in coordination with the Director will work to ensure all Lowell employees have a similarly positive experience at the Observatory. The DDA is expected to delegate tasks as needed to his/her direct reports.

The DDA is also responsible for Observatory insurance and risk management, including maintaining currency of liability policies and coverage as well as the Observatory’s emergency preparedness plan.

The DDA is an officer of the corporation. The DDA has discretion in expending funds assigned to the administrative budget.

EXPECTATIONS

The DDA works with many individuals, including the science staff, Board, and Trustee, but reports to the Director. Annual performance expectations and goals will be developed by the DDA with the Director, with review of progress toward goals on a more frequent and mutually agreeable basis. The expectations outlined above are subject to modification based on these discussions.

QUALIFICATION

- Extensive management and leadership experience in a higher-education, high-technology, research, or non-profit setting.
- Demonstrated success at managing and developing staff through effective recruitment, training, evaluation, motivation, and problem resolution.
- Demonstrated success at building an effective service-oriented team.
- Interpersonal, oral and written communication skills to share information with all levels of personnel and diverse populations.
- Experience developing organizational structures, delegating, developing and implementing policies and procedures.
- Demonstrated success at business process improvement.
- Experience in budgeting and fiscal management.
- Knowledge of accounting principles and practices.
- Quantitative skills to prepare reports, budgets and projections, and to interpret reports prepared by others.
- Experience in strategic planning and business analytics.

EDUCATION

The successful candidate will have a Bachelor’s degree in Business Administration or related field. MBA or CPA preferred. 8-10 years’ experience required.
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Please complete an application on the Lowell employment page and send it with a resume, letter of interest addressing your qualifications, and phone numbers and/or e-mail addresses of three references to humanresources@lowell.edu. First round of reviews on March 30, 2015, open until filled.

Lowell Observatory is an Equal Employment Opportunity/Affirmative Action employer and provides equal employment opportunity to all persons without regard to race, color, religion, sex, national origin, age, genetic information, disability, veteran status, political beliefs, sexual orientation, and marital and family status.

Lowell Observatory provides reasonable accommodations to applicants with disabilities. This nonsmoking campus is at an elevation of 7,000 ft/2100m. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.

All employment with the Observatory is on an "at will" basis. At-will employment means that the relationship may be terminated at any time by either the employee or the Observatory for any reason not expressly prohibited by law. Any representations to the contrary are invalid and should not be relied upon by any prospective or existing employee.

VERSION March 16, 2015/HR