

## **Roles and Responsibilities of the Operations Director of Core Facilities (supported by the Office for Research)**

*Note: For the purposes of this document an 'Operations Director' is the individual whose primary job function is day-to-day management and supervision of a core facility (and may be a member of the Research Faculty). A 'Faculty Director' is a tenure-line faculty member whose primary responsibility is research and teaching, but provides oversight to a core facility.*

The Operations Director is expected to fulfill the following roles important for the operation and expansion of the facility.

- (a) Oversee the day-to-day operation of the facility
- (b) Manage the facility staff. This includes providing appropriate level of staff training, setting performance benchmarks (e.g., SOPs), managing staff career development, managing facility work schedules, and identifying areas for improvement, and Annual Performance Evaluations.
- (b) Conduct regular meetings (weekly or biweekly) with facility staff to discuss various issues in facility operation.
- (c) Interact with users to discuss experimental needs, technical issues and fulfill the mission of the facility by providing expeditious, effective technical support to the users.
- (d) Serve as the initial point person to address users' concerns and conflicts.
- (e) Provide advisory support to users for grant and manuscript submissions.
- (f) Meet regularly with the Faculty Director or chair of the Advisory Committee to discuss current imaging needs, new technologies, educational and outreach activities, career development, personnel management, and operational issues.
- (g) Work with the Faculty Director to set advisory committee meetings on a regular basis, at least twice a year. These meetings should provide ample opportunity for discussion with the committee in order to ensure that the most appropriate instruments are targeted at the institutional and federal levels. The Operations Director is an *ex officio* member of the Faculty Advisory Committee.
- (h) Work with the Faculty Advisory Committee and the Director of Core Facilities or Director for University Imaging Resources to set future plans (space expansion, changes in instrument portfolio, set fees).
- (i) Work with the Office for Research and facility business staff to gain complete understanding of the facility financials and be directly involved in the frugal management of resources to ensure the financial health of the facility.
- (j) Work with the Director and/or the Director for University Imaging Resources to continue to improve facility services.
- (k) Devise and implement strategies for outreach and education. These include, but are not limited to, participating in Research Facilities Fairs, organizing workshops/seminars, holding open houses, establishing corporate relations with manufacturers, etc.
- (l) Apply, on behalf of the facility, for internal and federal funds to increase and upgrade the facility's instrument portfolio.

The Operations Director position is reviewed by the Office for Research and Facility Director on an annual basis.