



Example of Department Head Job Description

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Our company is looking for a department head. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for department head

- Demands honesty in self and others and models the Libraries' values of diversity, continuous learning, innovation, collaboration, and integrity
- Develops strong relationships and actively collaborates with other department and unit heads in pursuit of departmental and library goals
- Cultivates external relationships with Deans, Associate Deans, faculty, and donors in order to assess needs, leverage opportunities, build future collaborations, and promote the Libraries as a campus-wide resource
- Leads the department in strategic planning and in assessing employee performance, accountability, and goal setting
- Actively and constructively addresses problems or conflicts and removes barriers
- Ensures that librarians are coached and mentored through the promotion and continuing status process
- Leverages business acumen through the management of departmental resources
- Supports and practices Inclusive Excellence to increase diversity and inclusiveness in the Libraries
- Coordinate with Regional Business Line Leadership in the development of strategic business initiatives
- Generate new business and achieve annual sales goals for the department

Qualifications for department head

- Demonstrated success in leading program development and in securing funding for WFO projects
- Extensive knowledge of Laboratory management structure including clear understanding of the Laboratory's mission
- Bachelor with > 10 years of industry experience or equivalent experience (packaging ,...)
- 5 years of management experience required., multi-sites, multi-countries
- Experience in the development and production of IVD regulated products