Job Classification Specification

Administrative Manager 1

Position Summary

First level administration manager. Responsible for initiating and implementing department/program strategic and operational plans to support and enhance the department/program's academic, professional, and community mission. Position typically supervises three or more professional and/or support staff.

Responsible for handling a variety of assigned projects within the Administrative job family. Applies subject matter knowledge. Provides leadership to staff. Coordinates and supervises the daily activities of business or technical support or production team. Sets priorities for the team to ensure task completion; coordinates work activities with other supervisors. Decisions are guided by policies, procedures and business plan; receives guidance and oversight from manager.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Partners with senior administrators to make recommendations for strategic planning and set priorities and achieve the best use of department/program resources for the areas of budgeting, curriculum, human resources, technology, compliance, accreditation standards, etc.

Develops internal and external standards, policies and procedures which enhance outcomes and create consistent, ethical and legal operations.

Leads the budget planning and prioritizes expenditures. Reviews, approves and monitors departmental/program financial documentations. Conducts analysis to establish internal/external sales rates.

Represents department to University financial community and to collegiate level financial office on financial matters.

Manages the department/program HR function. Consults with senior administers to determine and align staff work plans and goals with the overall strategies established for the department/program. Partners with collegiate and central Human Resources office on resolving complex HR issues.

Represents department/program at collegiate administrator meetings, collegiate committees and task forces, University-wide committees and task forces, and to external partners and agencies.

Directs the communication strategies to effectively approve internal and external audiences and to promote department/program activities.
Oversees department/program space resources, costs, space assignments and facilities improvements initiatives and projects.

Plans and oversees the execution of special projects for department/program. Manages project staff and budget.

Supervises department/program professional and/or support staff.

**Operational Role**

Modifies practices and procedures to improve efficiency and quality; searches for better ways to effectively achieve end results by, for example, scheduling work steps, arranging/re-arranging the way work is generally performed, and adding or deleting elements of processes as necessary.

**Scope of Measurable Impact**

Actions tend to affect a department or critical project outcomes; performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, and resource allocation/effectiveness.

**Independence and Decision-Making**

Typically works under general supervision but has the discretion to make daily operational decisions; given understanding of best practices and the way similar units run elsewhere, is able to convincingly recommend capital and process improvements to the area.

**Complexity and Problem Solving**

Problems cannot be identified and resolved in simple cause-effect terms; rather, problems require integrative solutions such as how technologies, processes, resources, and people all fit together in order to sustain productivity -- understands the smallest details of a circumscribed area.

**Required Qualifications**

Requires BA/BS with at least 6 years of experience; may supervise a small homogeneous department or larger process-oriented area whose members perform like activities.

**Supervision**

Has the authority to hire, transfer, promote, discharge, suspend, assign work, reward, discipline, and direct the work of both full-time and part-time University employees.

Effective 11/02/15