Job Classification Specification

Administrative Manager 2

Position Summary

Second level administration manager. Responsible for initiating and implementing strategic and operational plans to support and enhance the department/program's academic, professional, and community mission. Position at this level often oversees all aspects of administration management of moderate-to-large scale unit/program with complex and diverse academic, education, research, and business/clinical operations. Position typically supervises three or more professional and/or support staff.

Responsible for handling a variety of moderately complex assigned projects within the Administrative job family. Applies subject matter knowledge; requires capacity to understand specific needs or requirements to apply skills/knowledge. Provides leadership to supervisors and/or professional staff. Decisions are guided by policies, procedures and business plan; receives guidance from senior manager. Provides technical guidance to employees, colleagues and/or customers.

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.)

Responsible for overall operations of the department/program, which includes but is not limited to administrative, research, and/or clinical operation, education, financial, human resources, technology, compliance, and accreditation standards.

Manages program resources and core business operations to support department/program education, research and service missions. Partners with senior administrators to initiate new programs or realignment of existing programs to meet new challenges.

Oversees department/unit financial function including developing and forecasting annual operating budget and endowments in support of department's strategic objectives. Reviews, approves and monitors departmental/program financial documentations. Conducts analysis to justify and validate ROIs and program financial activities.

Creates, communicates, and applies department-level financial policies and procedures. Represents department to University financial community and to collegiate level financial office on financial matters.

Identify opportunities for grants, contracts, and cooperative agreements that fit the mission of the department/program.
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**

Mostly works independently according to standard operating procedures (may develop some processes/procedures); generally responsible for keeping processes moving in a productive direction, and will look for supervisory approvals when changes to process steps are considered and additional resources for task completion required.

**Complexity and Problem Solving**

Problems are increasingly difficult to identify and are sufficiently difficult that they cannot be solved using existing practices and procedures; may have to respond/adapt to changing conditions or circumstances, necessitating enterprise and new approaches.
**Required Qualifications**

Requires BA/BS with at least 8 years of experience and prior oversight of a small department or cross-disciplinary team; typically is responsible for managing a department of notable size, complexity, or significance that, in part, affects how well the organization to which the incumbent belongs operates.

**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