Job Classification Specification

Administrative Manager 3

Position Summary

Third level administration manager. Responsible for initiating and implementing strategic and operational plans to support and enhance the department/program/school’s academic, professional, and community mission. Position at this level often oversees all aspects of administration management of large scale unit(s)/program(s) with complex and diverse academic, education, research, and business/clinical operations with a very high degree of autonomy. Position supervises three or more staff and often through supervisor or manager.

Responsible for handling a variety of 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 managers, supervisors and/or professional staff. Decisions are guided by resource availability and functional objectives.

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.)

Provides leadership and oversight in the areas of financial strategy, budget management, strategic planning, human resources, grants management, compliance, information technology, and facilities.

Consults with senior administrators by providing analysis and recommendations on policies and procedures, business, finance, and facilities operations, and compliance and legal standards.

Develops, implements, and maintains sound financial policies, procedures and practices for assigned operating unit(s). Conducts financial planning and management to achieve collegiate/administrative unit priorities and ensure successful financial performance.

Oversees collection of data and prepares financial analysis for new business plans including projected changes in revenue and expenditures for new initiatives.

Initiates and oversees the implementation of new programs or process improvement effort to grow and maximize faculty practice, clinical practice opportunities, and revenue generation.
Directs HR function for assigned operating unit(s). Consults with senior administrators 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.

Provides leadership and oversight related to the development and completion of capital projects including budget management, equipment procurement and overall timelines.

Identifies and develops strategic partnerships across and outside the University to advance collaborative partnerships that support strategic initiatives.

Supervises, coach, and develops a team of staff and supervisors.

**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**

Work is focused on and regulated by specific personal goals and milestones; generally can act based on own judgment as long as actions adhere to policy and operating procedures, and remain focused on objectives -- seeking assistance only when highly difficult troubles arise or when confronted with problems of considerable material or political consequence.

**Complexity and Problem Solving**

Problems are frequently unique and unexpected; facility with discipline and concept of excellence allows incumbent to "tear apart" processes, question assumptions, etc. in order to identify problems and get to the heart of an issue.

**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.
Required Qualifications

Requires BA/BS with at least 10 years of experience; most often runs a department that requires in depth understanding of two or more subject areas, or oversees a highly specialized/technical area; often has developed a specialty area (or areas of expertise) in which he/she is particularly proficient and recognized for.

Effective 11/02/15