

Administrator

Job Classification

Administrator I

Administrator II

Administrator III

Administrator IV

Pay Grade

5

6

8

10

Education/Experience Requirements

Associate's Degree or completion of a business program

1 year of relevant administrative experience

Bachelor's Degree in relevant field

1 year of relevant administrative experience

Bachelor's Degree in relevant field

2 years of experience in a professional and/or administrative position

Master's Degree in relevant field

At least 5 years of experience in an intermediate or senior level professional and/or administrative position

Common Activities

Coordinates activities of clerical personnel in a department

Analyzes and organizes office operations

Interprets policies and procedures

Compiles, stores, and retrieves management data

Prepares reports including conclusions and recommendations for solutions to administrative problems

Serves in a basic administrative professional capacity

May manage a department with a directed scope or manage a section of a unit

May recommend policy and procedure changes

May perform routine financial and statistical projections

Develops and submits departmental, school, or grant budgets for approval

Serves in an administrative professional capacity

Provides financial and administrative support to a dean, faculty member, or other management staff

Determines procedures and has input into developing policy

Prepares complex reports, analyses, and proposals

Formulates, monitors, and controls budgets

Serves in an advanced administrative professional capacity

Administers or manages a department, system, or program with multiple facets

Drafts and recommends policies and procedures

Makes a variety of strategic decisions

Creates and monitors budgets

Organizational Impact

The results of actions may have a measurable impact on operations or finances within a work group.

The results of actions may have a significant impact on a department's operations; they may also affect the finances of multiple work areas.

The results of actions and decisions may have a significant impact on substantial segments of the University's operations or finances.

The results of actions and decisions may have a significant impact on substantial segments of the University's operations or finances.

Problem Solving

Performs a variety of duties following established policies and procedures. Problems are generally solved by selecting from approved alternatives based on past practices. Supervision is available to set priorities and objectives, and to assist in problem resolution.

Required to have an understanding of policies and procedures and generally accepted principles. Resolves unique problems by collecting and interpreting information. Solutions may include modifying procedures and methods to address new conditions. Receives advice and input as needed from supervisor.

The job consists of broad responsibilities requiring the application of policies to dynamic and complex conditions. Problems generally require significant analysis and judgment. Solutions may include adapting existing policies and systems to address unique situations.

Interviewing and selection, orientation, training, work assignment and review, performance appraisal, and recommendations for various personnel actions for exempt and non-exempt employees.

Supervision

Interviewing, orientation, scheduling, work assignment, and review for temporary employees, student workers, volunteers, and non-exempt employees.

Interviewing, orientation, training, work assignment and review, and input into performance appraisal for temporary employees, student workers, volunteers, and non-exempt employees.

Interviewing and selection, orientation, training, work assignment and review, performance appraisal, and recommendations for various personnel actions for exempt and non-exempt employees.

Selection and hiring, staff development, work planning, performance management, and responsibility for initiating various personnel actions for exempt and non-exempt employees.

Contact Level

Routinely answers questions and provides information and data requested by individuals within or outside of work area. Questions that require interpretation or are not easily resolved are referred to supervisor.

Interacts with various levels within or outside the University including Deans, Directors, and Department Heads. This interaction may include interpreting and explaining ideas and concepts, as well as solving problems and coordinating projects.

Interacts with various levels within or outside the University including Deans, Directors, and Department Heads. This interaction may include interpreting and explaining ideas and concepts, as well as solving problems and coordinating projects.

Handles difficult and complex situations with tact and diplomacy to maintain a service oriented environment. Interaction is across all levels of University and outside public.

Financial Budget

Compiles and tabulates budgetary data, calculates figures and checks for accuracy. Authorized to sign for storeroom supplies and petty cash.

Analyzes budgetary data, verifies figures, identifies/discusses questions or discrepancies, and compares budget proposals with previous years' budgets, grant money, gifts, etc. Monitors expenditures against budget, prepares necessary documentation for supervisory review/approval, authorizes requisitions for storeroom supplies, petty cash, limited non-capital purchases, etc.

Prepares and monitors budget, analyzes requisitions for conformance to budget, compliance with specific requirements (such as for grants, gifts, gov. regulations), and recommendations for approval.

Directs preparation of budget with near total responsibility for planning, forecasting, and approval. Authorizes and approves purchases, requisitions, and reimbursements.