

JOB FAMILY CONCEPT

This family consists of five levels of administrative management work. Levels are distinguished based on the complexity of the work, level of supervision received, degree of autonomy, budget complexity and authority, the impact of recommendations or decisions on the organizational units

a broad range

ADMINISTRATIVE MANAG EMENT

Job Classification

Adopted: November 26, 2006

Revised: July 1, 2009

- x Ensure compliance with applicable rules, regulations, processes, policies and procedures
- x Participate in grant development and ensures compliance with reporting requirements
- x Identify unit/department needs and make recommendations to executive management
- x Identify processes for improvement, and direct changes to processes
- x Promote efficient functioning and/or continuous improvement in services and/or operations
- x Prepare, analyze and approve management reports
- x Formulate response to inquiries from internal and external entities
- x Represent the unit/department and/or University in response to inquiries from internal and external entities
- x Act as signature authority for all documents and expenditures on behalf of senior administrator(s) for unit/department
- x Advise senior administrator(s) of administrative operations, and potential and/or actual items of concern
- x Analyze and resolve far-reaching, complex problems
- x Manage, analyze and assess liabilities as they relate to unit/department
- x Determine and implement course of action for meeting goals and objectives
- x Represent the unit and senior administration on committees, to the public and with other units
- x Explain, interpret and/or provide guidance on matters

Level 3

PCLS: 01003

Grade 82

Exempt

Descriptors

Work is performed under long-range administrative direction. Direct a unit and budget that are moderate in complexity* AND scope*, which may be mission critical to the program or unit. Act as a sounding board for unit executive management, and provide advice on industry trends and best practices. Act on behalf of executive management in their absence. In conjunction with executive management, set direction for larger reporting unit. Participate in the accreditation process on the behalf of the unit. Recommend and create new programs, develop processes and participate in the planning process. Respond to requests for information from external constituencies, including deciphering request and providing accurate information to correctly address request. Identify financial needs and write grants to secure funding.

- * Complexity: Refers to higher level interpretation of and diversity of rules and regulations (e.g. Federal, State and University policies and regulations, state statutes and laws, funding sources, contracts). Complexity increases as the application, interpretation, and frequency of working with these rules and regulations increases. Complex positions typically work with external constituencies, multiple departments, faculty, and campuses. Complexity increases as positions more frequently work with these entities. Complexity increases as positions manage more diverse functional units which require increased breadth or depth of knowledge.

- * Scope: Refers to the impact that a unit/department has on the university or those it impacts, or the size of the organization. Scope also refers to the impact of recommendations or decisions a position has on policies and programs, and the political sensitivity or scrutiny of the unit/department. Functional departments within the Administrative Management family are ones 3(i)6n