



ADMINISTRATIVE MANAGEMENT

Job Classification

Adopted: November 26, 2006

Revised: August 22, 2024

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

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- * **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 that are responsible for a distinct service which has a cohesive staff that can easily share and transfer ideas, knowledge and contacts. Common functional areas include communications, finance, human resources, development, IT, etc.

- ** **Lead:** Provide day-to-day guidance, training and direction for staff in addition to other duties. Regularly assign and review work. Is fluent in assigned area of responsibility.

- ** **Supervise:** Hire, train, evaluate performance and initiate corrective action.

- *** Exemption status determined on a case-by-case basis. Essential functions of each job will be reviewed and evaluated in accordance with Fair Labor Standards Act regulations.

[July 2009 revisions included formatting document for consistency and adding alternate PCLS information.]