# GENAD JOB FUNCTION GUIDE

## Administrator Family

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| 55E   | Administrator I | Bachelor’s degree, 2+ years experience in office management and administration, Supervisory experience | Duties include a variety of functional assignments that may include some or all of the following:  
- Oversees the workflow of the department including finance, Human Resources, Payroll, operations, facilities, and IT  
- Creates and administers department systems, practices, policies and procedures  
- Serves as principal administrative contact and liaison for answering inquiries, complaints and resolving problems for students and/or staff  
- Recommends and advises management or faculty on administrative matters (e.g. key administrative issues and resource needs)  
- Provides guidance to clientele on department policies and practices and implements training programs as needed  
- Has significant input and involvement with strategic recruitment, compensation (including performance management, reclassification, salary management, and staff development), conflict resolution/problem solving, and training for all staff.  
- Develops and forecasts budgets; allocates resources from one area of the budget to another with limited review  
- Negotiates and problem solves with external vendors, signs contracts for significant purchases on behalf of the unit | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Fully accountable for a administrative management of a unit | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN  
Supervises:  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |