

## GENAD JOB FUNCTION GUIDE

### Administrator Family

Level	Function/ Roles	Experience & Education (Minimum Required)	Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
55E	Administrator I	<p>Bachelor's degree</p> <p>2+ years experience in office management and administration</p> <p>Supervisory experience</p>	<p><b>Duties include a variety of functional assignments that may include some or all of the following:</b></p> <ul style="list-style-type: none"> <li>• Oversees the workflow of the department including finance, Human Resources, Payroll, operations, facilities, and IT</li> <li>• Creates and administers department systems, practices, policies and procedures</li> <li>• Serves as principal administrative contact and liaison for answering inquiries, complaints and resolving problems for students and/or staff</li> <li>• Recommends and advises management or faculty on administrative matters (e.g. key administrative issues and resource needs)</li> <li>• Provides guidance to clientele on department policies and practices and implements training programs as needed</li> <li>• 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.</li> <li>• Develops and forecasts budgets; allocates resources from one area of the budget to another with limited review</li> <li>• Negotiates and problem solves with external vendors, signs contracts for significant purchases on behalf of the unit</li> </ul> <p><i>Note: This position falls within the administrative management career path and is not to be confused with the administrative support role represented in the administrative assistant job family.</i></p>	<p><b>IMPACT</b> Moderate impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Fully accountable for a administrative management of a unit</p>	<p><b>RECEIVED</b> <b>Under General Direction:</b> 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.</p> <p><b>GIVEN</b> <b>Supervises:</b> Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

**NOTE:**

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion