

GENAD JOB FUNCTION GUIDE

Program Administrator Family

Level	Function/ Roles	Experience & Education (Minimum Required)	Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision Received
57E	Program Administrator III	<p>Bachelor's degree</p> <p>5+ years of progressive program management experience</p> <p>Supervisory experience</p>	<ul style="list-style-type: none"> • Assess, analyze and evaluate programs and recommend changes that effect quality control and program content and objectives • Forecasts revenues and expenses and creates complex budget for the program; allocates resources from one area of the budget to another with limited review • Negotiates and problem solves with external vendors, signs contract for capital purchases of significance on behalf of the program • Creates and implements substantive department systems, practices, policies and procedures (e.g. new information system for the unit/tub or department) • Accountable for developing a compliance program for departments in order to meet new state and federal regulations, school and University policies and procedures (e.g. human resources programs, independent contractor policies and NIH grant regulations) • Typically manages a program with multiple locations • Provides others with advanced content and subject matter expertise in area of responsibility • Develops and maintains internal and external constituent relationships 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Manages a medium sized program for a manager and/or faculty member or a program with multiple locations</p>	<p>Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions</p> <p style="text-align: center;">AND/OR</p> <p>Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</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