

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
57E	Administrator III	<p>Bachelor's degree</p> <p>5+ years of progressive University administrative management</p> <p>Supervisory experience</p>	<ul style="list-style-type: none"> • Integral part of the strategic planning team responsible for the long-term goals of the department (e.g. capital management projects) • Advises senior management on key administrative issues • Through subordinate financial administrators, responsible for multiple budgets; allocates resources from one area of the budget to another with limited review • Oversees the department in all areas including finance, Human Resources, Payroll, operations, facilities, and IT • Manages and provides leadership on strategic recruitment, compensation (including performance management, reclassification, salary management, and staff development), conflict resolution/problem solving, and training for all staff • Negotiates and problem solves with external vendors, signs contract for capital purchases of significance on behalf of the department • Analyzes and evaluates various programs and/or product lines • Creates and implements substantive department systems, practices, policies and procedures (e.g. new information system for the unit/tub or department) • Accountable for department compliance program 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) • Secures new funding sources for department • Plans and manages external education programs/evaluate and resolve complex problems <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>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Manages and fully accountable for a small to medium sized department or center</p>	<p>RECEIVED 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