

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
58E	Administrator IV	<p>Bachelor's degree</p> <p>7+ years of progressive University administrative management</p> <p>Supervisory experience</p>	<ul style="list-style-type: none"> • Through subordinate financial administrators and other administrators (e.g. lab administrators), responsible for multiple budgets; 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, space and other items of significance on behalf of the department • Carries out high level projects and/or initiatives • Represents senior manager/senior faculty chair on committees and in meetings • Negotiates substantial funding sources for department 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Manages and fully accountable for a medium sized department or center or multiple small sized areas</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 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