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## *Sample Supervisory Job Description: Administrative Manager 1*

The following sections demonstrate how to customize key sections of a job standard. Customized content is in **bold red type**.

- 1. Job Summary** (Purpose of the Position – please give a brief description of the overall purpose of the position. “Why does this position exist?” The Job Family Summary has been provided as a starting point.)

Involves managing or performing the administrative services or managing the full general operations of an academic or non-academic organization(s). Administrative services includes activities in finance and human resources and may also include IT, facilities, **instructional facilities** and student services. General management includes long and short range strategic planning in determining the mission and directing all activities of multi-disciplinary departments through subordinate management staff.

- 2. Scope**

Generic Scope (Uniform across all jobs at this level - do not modify): Serves as the primary manager of a unit or department. May report to a Chair, Organized Research Unit Director, or equivalent administrative management. Manages human, financial, and often physical resources, and develops procedures and processes to attain unit goals. Assists in formulating and administering policies and programs for the campus and functions with autonomy. Represents the unit at campus meetings or committees. Manages the accountability and stewardship of campus resources (operational, financial, and human) in compliance with departmental and campuswide goals and objectives. Ensures subordinate supervisors and professionals adhere to defined internal controls. Manages systems and procedures to protect departmental assets.

Custom Scope: Responsible for managing the administrative operations of a school, OR a medium to large academic department, OR several small departments within a college, OR a medium to large non-academic department. May report to a Dean. Administrative services typically includes all or most of the following functions: IT, facilities, student services, contracts and grants, budgetary financial management, **financial services, budget, business contracts, instructional support services, disaster planning**, and/or human resources. Manages a professional staff, typically large, and/or comprised of professionals in various fields. Assumes accountability for decisions made by subordinates. Performs long and short term planning for function. Erroneous decisions or failure to achieve goals results in additional costs and personnel, and serious delays in overall schedules.



### 3. Key Responsibilities

<p>% of time</p>	<p>Key Responsibilities <i>(To be completed by Supervisor)</i></p>
<p><b>45</b></p>	<p>Manages, plans and administers, <b>individually and through subordinate supervisors</b>, all administrative operations of a school, OR a medium to large academic department, OR several small departments within a college, or a medium to large non-academic department. Administrative services typically includes all or most of the following functions: IT, facilities, student services, laboratories, contracts and grants, budgetary financial management, recharge administration and/or human resources. <b>Guides and advises Dean on human resources issues such as school and system-wide policies and procedures, salaries and classification of positions, planning, analysis, labor and employee relations, organizational design, performance management, recruitment of key personnel, and employee development and training. Ensures accurate policy interpretation and integration of best practices to effectively conduct accounting, payroll and other business services. Directs legal support services for business contracts and external vendors, ensuring compliance with UC policies and procedures.</b></p>
<p><b>25</b></p>	<p>Prepares short and long range planning for administrative services operations and improvements to processes. Establishes and recommends change to policies which affect the department. <b>Makes recommendations for organizational change and restructuring, including guidelines for implementation and evaluation. Develops and implements strategies to engage the school in ways that contribute to the mission and strategic direction of the school. Leads school's disaster planning and business resumption planning for academic and operating activities.</b></p>
<p><b>15</b></p>	<p>Develops and monitors operational and budget processes, staff FTE, finance, human resources and space planning. Manages systems and procedures to protect departmental assets. <b>Ensures appropriate planning and execution to maximize building space utilization. Manages resources to maintain building, participate in new building initiatives, and ensures safety and security of buildings and personnel. Develops and implements processes for staff planning and manages Resource Tracking for budget.</b></p>
<p><b>15</b></p>	<p><b>Oversees academic programs in consultation with the chairs and SAOs. Creates strategies for continued success and future growth of the programs. Serves as the liaison between XXX and other departments and divisions to ensure the department is represented in interdepartmental matters.</b></p>



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**4. Knowledge and Skills** (typically required of the position)

- Broad knowledge of campus processes, protocols and procedures with a focus on budget, account and fund management; personnel management of labor contract(s) and personnel policy.
- Broad knowledge of financial analysis and reporting techniques; human resources and risk management planning; accounting and payroll.
- Broad knowledge of common campus-specific and other computer application programs.
- Proven ability to organize department work functions in an efficient and effective manner.
- Skills to work collaboratively with other campus locations.
- Demonstrated management and conflict resolution skills to effectively lead and motivate others.
- Proven skills to quickly evaluate complex issues and identify multiple options for resolution.
- Skills in organization and customer service to effectively manage multiple important priorities.
- Strong verbal and written communication skills; ability to influence/persuade all levels of staff.

**5. Education and Training**

*If needed, edit the pre-filled information below.*

**Education/Training:**

- Bachelors degree in related area and/or equivalent experience/training

**Licenses or certifications, if any:**

**6. Problem Solving**

*Please provide 2-3 examples of problem solving for this position as described below (please be brief: 1-3 sentences).*

**Common problems solved by the employee:**

- **Advises Chairs on reassigning teaching and committee service assignments to accommodate faculty leaves and sabbaticals. Recruits for and hires lecturers as needed.**
- **Evaluates departmental space, staffing needs, and resources to maximize administrative research and teaching operations.**
- **Ensures subordinate supervisors and staff follow internal controls and standards.**

