



Sample Supervisory Job Description: Administrative Supervisor 2

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, or 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): Provides direct supervision typically to professionals or skilled operational or technical employees. Functions as advisor to unit and administration. Analyzes and resolves problems, interprets policies (i.e., fiscal management, HR, contracts & grants, resource management in defined areas) and demonstrates solid knowledge of processes and protocols for budgets, funds, or HR management. Exercises judgment within defined procedures and policies to determine appropriate action. Supervises staff to assure accountability and stewardship of campus resources (operational, financial, and human) in compliance with departmental goals and objectives. Ensures staff follows defined internal controls for the unit and campus.

Custom Scope: Responsible for supervising the administrative services of a large academic department within a school or college or non-academic department (program). Typically reports to a manager. Administrative services include all or some of the following functions: IT, facilities, student services, contracts and grants, budgetary financial management and/or human resources. Supervises support and/or professional staff. **Serves as the manager of the XX Office and functions as a member of the Dean’s management team Primary areas of responsibility include budget, finance, academic HR, benefits, payroll, facilities and other administrative operations of the school. Monitors budget of \$XX, including agency, contracts and grants, endowments, general gift, and revenue funds. Monitors performance metrics to track use of resources.**



3. Key Responsibilities

% of time	Key Responsibilities (To be completed by Supervisor)
20	Participates in the creation, maintenance and reporting of operational and budget processes, academic and/or staff FTE, finance, human resources and space planning. Manages budget, financial administration, human resources and benefits, payroll and other activities. Provides guidance and direction to functional supervisors in the administration of these operations.
45	Supervises the work of a department. Recommends hiring of new employees, transfers, promotions, salary actions, terminations, performance management and budget recommendations. Directly supervises 3 FTE plus indirect supervision of additional 8 FTE in office. Develops job descriptions and assigns work. Formulates performance standards, conducts evaluations and initiates personnel actions.
15	Responsible for quality and quantity of work. Supervises preparation of contract and grant proposals. Develops tools and spreadsheets to streamline preparation of budgets and proposals.
10	Selects, develops, and evaluates personnel to ensure the effective and efficient operation of the function. Researches and formulates criteria for merits and promotions for academic personnel. Conducts analysis provides justifications and writes cases for academic appointments. Proposes recruitment strategies, incentives and special appointments.
10	May manage systems and procedures to protect departmental assets. Conducts analysis and designs reports to track staffing and financial resources. Performs needs analysis for feasibility of revenue accounts for collaborative projects. Develops fee and organizational structure and recommends policy application. Manages security access for more than XX departmental users to campus financial systems.

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

- Solid 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.
- Solid knowledge of financial analysis and reporting techniques; human resources and risk management planning; accounting and payroll.
- Demonstrated skills in employee supervision and HR administration. Interpersonal skills to effectively motivate others. **Ability to lead change and innovation.**
- Interpersonal skills to effectively motivate others.
- Solid knowledge of common campus-specific and other computer application programs.



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- Solid organizational and customer service skills to effectively manage multiple priorities.
 - Solid interpersonal communication skills to include verbal and written, active listening, critical thinking, persuasiveness, advising and counseling skills.
 - Solid skills to quickly evaluate complex issues and identify resolution.

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:

- **Regular review of department funds, follow up on overages with appropriate faculty and staff**
- **Advise payroll/personnel staff regarding most complex payroll and system corrections**
- **Staff performance or productivity counseling and training programs**

Less frequent and more complex problems solved by the employee:

- **Longitudinal financial analysis – 10 year long-term planning**
- **Forecasting revenue/expenses and developing cost savings on instructional budgets**
- **Advise contracts and grants staff on preparation of cost share reports**

Problems/situations that are referred to this employee's supervisor:

- **Non-senate academic salary questions**
- **Policy proposals that have department-wide impact**



7. Supervision

Indicate employees supervised, job title and FTE.

<u>Employee Supervised</u>	<u>Job Title</u>	<u>FTE</u>
XXXXX	XXXXX	1
XXXXX	XXXXX	1
XXXXX	XXXXX	1
XXXXX	XXXXX	1