

ISSUED: 8/98

TITLE: Administrative Assistant II

SALARY

SCHEDULE: B

5/93, 9/91 & 3/88  
CLASS

CODE: PE305

UNION: P&A, Local 1979, U.A.W.

SALARY

GRADE: 11

EEO

CODE: 30

FLSA: Exempt

E-CLASS: PE

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**POSITION PURPOSE**

Plan and perform financial personnel, facilities and administrative activities to ensure operational activities are conducted responsibly and within established guidelines for a medium size department within a School, College, Division or Center/Institute of the University. Position duties required the application of highly specialized skills which can be acquired through a combination of job-related training and considerable on-the-job experience.

**ESSENTIAL JOB FUNCTIONS**

- Monitor and reconcile detailed budgets for several general fund, designated, and restricted accounts. Review and verify budget revisions and expenditures. Prepare budget projections and plans and complete statistical reports on activities to keep administrative head apprised of financial status and operational activities of department.
- Review and initiate non-academic and academic personnel forms and paperwork. Prepare, maintain and process personnel and payroll actions and records. Assure adequate staffing levels and regular payroll payments are attained. May possess signatory authority for unit.
- Interview, select and evaluate non-exempt and temporary part-time support staff. Supervise, train and instruct them on methods and procedures. Provide direction to department employees on methods and procedures. Monitor workflow and staffing levels.
- Plan and coordinate use of facilities which includes requests for building maintenance and repair services. Evaluate and maintain equipment inventory. Oversee departmental facilities and coordinate space inventory for department.
- Conduct monitor and coordinate special projects as assigned. Prepare a wide array of statistical and administrative reports, summaries and questionnaires regarding department activities.
- Represent the department and serve as liaison to outside individuals, professional groups and administrators to interpret administrative procedures and policies and to disseminate information on department activities.
- Perform related work as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

**ADDITIONAL COMMENTS**

This level requires highly specialized non-theoretical skills coupled with an in-depth understanding of program activities to assume responsibility for the administrative functioning of a medium size department in the University. Work activities demand the application of many procedures to differing situations and offer the incumbent latitude in determining the sequence in which these procedures should be applied. Situations may also require the search for new applications of procedures and the establishment of new priorities. Work assignments are somewhat complex and require an understanding of a specific discipline, such as accounting or business administration. Incumbents provide instruction and guidance to students, staff and the general public on the department's functioning and provide supervision to non-exempt department staff. Supervision, guidance and assistance is provided to department staff on administrative policies, procedures and functioning. Work assignments are performed independently and under the direction of an academic or administrative head, e.g. Dean, Director, Chairman, Program/Project Director or Manager. This classification is typically located in a department, School, College, Division, Center or Institute.

### **MINIMUM QUALIFICATIONS**

- Graduation from an accredited college or university supplemented by coursework in business administration, accounting or related field and/or an equivalent combination of education and/or experience.
- Reasonable knowledge of accounting principles and bookkeeping procedures and applications.
- Reasonable knowledge and experience with University academic and/or non-academic personnel processing procedures and practices.
- Some knowledge of University administrative systems, including FMS/BAR, HRMS, PPS, GBS, and ATS.
- Some knowledge of and experience with PC and computer based applications and local area network technologies.
- Reasonable knowledge of and experience with University policies and procedures.
- Some supervisory experience required.
- Ability to communicate effectively with others.
- Strong analytic and problem solving skills.
- Ability to establish and meet deadlines, work under extreme pressure and function independently.
- Typically, incumbents have held staff support positions, e.g. Administrative Assistant, Accounting Specialist, Personnel Specialist, etc.