

ISSUED: 9/97

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

SALARY

SCHEDULE: B

CODE: PE307

TITLE: Administrative Assistant IV

SALARY

GRADE: 13

EEO

CODE: 30

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

FLSA: Exempt

E-CLASS: PE

POSITION PURPOSE

Manage and oversee complex financial, personnel and business affairs of a large and operationally diverse department in a School, College, Division or Center/Institute of the University having considerable fiscal and administrative autonomy. Work activities require a grasp of involved practices and precedents, along with an in-depth knowledge of theoretical principles.

ESSENTIAL JOB FUNCTIONS

- Prepare and monitor detailed budgets; oversee and monitor a large number of complex general fund, designated and restricted accounts; review and prepare revenue and expenditure reports to ensure budgetary guideline compliance. Develop complex budget proposals and projections which support management objectives and comply with University guidelines. Perform cost analysis to identify areas of savings and maximizing the use of revenues allocated.
- Prepare complex and varied statistical activity reports, summaries and analyses to keep administrative head apprised of financial status of unit. Direct and supervise billing system function to guarantee effective revenue generation.
- Oversee personnel activities and paperwork processing for department which includes monitoring staffing levels, selection and evaluation of non-exempt and temporary support staff and preparing, maintaining and processing payroll and personnel actions and records. Possess signatory authority for unit.
- Attend various committee meetings and task forces representing the department to outside professional agencies, institutions, administrators and internally to various University units. Establish operational policies and procedures and evaluate effectiveness of existing systems and services; implement changes as necessary.
- Develop and execute administration policies and procedures. Perform organizational studies and recommend changes to established programs, services and unit objectives. Manage business affairs, service and support functions of department. Develop new programs to ensure increased efficiency of unit.
- Oversee and coordinate building operation and maintenance requests, diverse auxiliary services and equipment/stock inventories. Provide direction to professional staff in development or methods and procedures.
- 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 senior classification level requires a grasp of involved practices and precedents along with in-depth specialized theoretical principles to manage the fiscal, personnel and business affairs for a unit having highly complex and varied accounting systems and operational needs. Work activities are dictated by established procedures, but require the incumbent to apply these procedures to differing sets of circumstances, demanding the search for new applications of procedures. In addition, this level has a broad scope of responsibility/accountability which can be measured by the job's magnitude (\$ size - medium). Incumbents provide instruction to students, staff and the general public on the departments functioning and represent the administrative head with full decision making authority. Supervisory responsibilities include overseeing selection, training and evaluation of non-exempt and temporary part-time personnel. This classification does not provide clerical support to the department. Direction and assistance is provided to department staff on administrative policies, procedures and functioning. Work at this level is performed with a greater degree of independent thought and action and is reviewed by an administrative head, e.g. Dean, Director, Chairman. 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 or an equivalent combination of education and/or experience.
- Extensive knowledge of complex accounting procedures and practices.
- Extensive knowledge of the principles and practices of public or business administration.
- Extensive knowledge of and experience with University policies, procedures and regulations.
- Extensive supervisory experience required.
- Ability to communicate effectively with others.
- Strong analytic and organizational skills.
- Strong oral and/or written communication skills.
- Reasonable knowledge of and experience with PC and computer based application and local area network technologies.
- Considerable knowledge of University administrative systems, including FMS/BAR, HRMS, PPS, GBS, etc.
- Ability to establish and meet deadlines, work under extreme pressure and function independently.
- Typically, incumbents have held professional/administrative positions, e.g. Administrative Assistant, Accountant, etc.

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