



Job Title	Manager, Administrative Specialists	Job Code	AS0223
Pay Plan	A&P	Pay Grade	18
Union	Non-Union	FLSA Status	Exempt
Job Family	Administrative Management and Services	Union Code	0
		Subfamily	Administrative Support

Job Family & Subfamily Summary

Administrative Management and Services Professionals provide administrative support and assistance to one or many departments, administrative areas or executives.

Administrative Support Professionals performs administrative and clerical functions for various units. Duties include answering phones, greeting/referring/assisting visitors, customers, staff, or others, preparing documents and reports, compiling records, scheduling meetings, organizing and maintaining information, coordinating calendars, and providing high-level administrative assistance to executives.

Job Summary

Manages and provides guidance and direction to administration staff. Leads program planning and development. Assists with budget preparation and serves as unit/department human resources liaison.

Representative Duties

1. Operations Management
<ul style="list-style-type: none"> Ensures administrative policies and procedures are followed Formulates new and improved processes to effectively manage administrative operations Serves as mentor/lead for internal and external constituents
2. Program Planning and Development
<ul style="list-style-type: none"> Monitors progress of assigned administrative staff against goals and objectives Creates progress reports and documentation
3. Budget Administration
<ul style="list-style-type: none"> Assists with the preparation and oversight of program or unit/department budgets and balances Monitors, processes, reconciles, and ensures compliance of the budget for program or unit/department Approves transactions and participates in budget reconciliation
4. Personnel Matters
<ul style="list-style-type: none"> Supports human resources related activities including, but not limited to recruiting, hiring/onboarding, and payroll Maintains personnel files for assigned administrative staff
5. Communication Development and Production
<ul style="list-style-type: none"> Reviews and edits professional correspondence including letters, memos, contact reports, proposals, meeting minutes Maintains oral, written or personal contact as necessary

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.