

ISSUED: 9/97

TITLE: Administrative Assistant III

SALARY

SCHEDULE: B

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

CODE: PE306

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

SALARY

GRADE: 12

EEO

CODE: 30

FLSA: Exempt

E-CLASS: PE

POSITION PURPOSE

Develop and coordinate financial, personnel, facilities and administrative activities to ensure continued efficient operation of a large 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 knowledge of theoretical principles.

ESSENTIAL JOB FUNCTIONS

- Plan, develop and maintain special accounting procedures for several complex general fund, designated and restricted accounts. Plan budget projections and plans. Compile budget estimates, oversee budget execution, review, approve and monitor unit revenues and expenditures. Prepare financial statements and activity reports on the financial status of unit projections, programs and other budget allocations.
- Develop and execute administrative policies and procedures. Perform organizational studies and recommend changes to established programs, services and unit objectives. Oversee and coordinate business affairs, service and support functions of unit.
- Represent the administrative head to outside individuals, professional groups, agencies and administrators with full responsibility for policy interpretation on business and administrative policies and procedures.
- 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. Possess signatory authority for unit.
- Supervise, interview, select and evaluate performance of a varied number of non-exempt and temporary part-time support staff. Train and instruct on methods and procedures. Monitor workflow, prioritize assignments and establish staffing levels. Provide direction to professional staff in department on methods and procedures.
- Prepare specialized reports and detailed major proposals for department. Develop and coordinate programs, projects and services. Prepare a wide array of statistical and administrative reports, summaries and questionnaires regarding department activities; utilize administrative systems, including FMS, HRMS, PPS, GBS, etc.

- Coordinate building operation and maintenance requests. Monitor space utilization, equipment/stock inventories and procurement and facility management activities and services.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This senior classification level requires a grasp of both involved practices/precedents and theoretical principles to perform complex financial and administrative management for a large department having considerable fiscal and administrative autonomy. Work activities demand the application of diversified procedures and specialized standards to situations requiring a search for solutions and new applications of these procedures and standards. In addition, this level has a broad scope of responsibility/accountability which can be measured by the job's magnitude (\$ size - small). Incumbents provide instruction and guidance to students, staff and the general public on the department's 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. Supervision, coordination and assistance is provided to department staff on administrative policies, procedures and functions. Work is reviewed through results obtained with direct responsibility to academic and/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 or an equivalent combination of education and/or experience.
- Considerable knowledge of accounting procedures and practices.
- Considerable knowledge of and experience with University policies and procedures.
- Considerable supervisory experience required.
- Strong oral and/or written and communication skills.
- Strong analytic and organizational skills.
- Some knowledge of and experience with PC and computer based applications and local area network technologies.
- Some knowledge of University administrative systems, including FMS/BAR, HRMS, PPS, GBS etc.
- Ability to communicate effectively with others.
- 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.