

The University of Texas at San Antonio

Job Description

Job Title: Administrative Service Officer III
Code: 19004
Salary Grade: 61
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To plan, coordinate and direct the business management, administrative and staff services for a college or office of a vice- president.
- Scope: Responsible for a variety of administrative services to include fiscal and budgetary affairs, personnel matters, and other activities essential to the operation of a college or office of a vice-president, requiring complex independent decision making skills.

Duties

- Typical:
 1. Coordinates administrative operations of the college or business unit.
 2. Manages fiscal activities of the college or business unit; develops budgets, posts and reconciles accounts, prepares reports and cost analyses, and monitors expenditures. Maintains a sound financial state for the unit.
 3. Advises and counsels schools and departments regarding budgetary use and procedures.
 4. Researches and resolves problems as they arise. Prepares responses to official inquiries.
 5. Serves as a resource to faculty on personnel matters including recruitment, hiring, workload and assignments, leaves, grievances and the tenure process.
 6. Advises administrators and staff regarding University policies and procedures. Ensures proper communication of changes.
 7. Coordinates and supervises administrative support staff. Determines schedules and assignments and training and development needs.
 8. Maintains personnel records for faculty and staff.
 9. Acts as a liaison with other University colleges and departments regarding grants, research, budgets, registration and other administrative issues.
 10. Performs other duties as assigned.

- Periodic:
 1. Coordinates and completes special projects as needed.
 2. Performs annual evaluations of assigned administrative staff.

Education

Required	Preferred
High School diploma or GED.	Bachelor's degree in Business Administration or a related field.

Other Requirements

Required	Preferred
Tact, diplomacy and judgment necessary in dealing with others.	Thorough knowledge of University administrative structure, policies and procedures.
Demonstrated independent decision making and problem solving ability.	
Criminal background check.	

Experience

Required	Preferred
Sixteen years of increasingly responsible experience in administration or business management with at least four years of supervisory experience.	Similar experience in higher education.
At the department's discretion, a Bachelor's degree may be substituted for six years of experience.	

Equipment

Required	Possible
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office conditions.	Occasional overtime may be required.

Supervision

Received	Given
General supervision from administrator.	Direct supervision of assigned support staff.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.