

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Administrative Service Officer I  
Code: 19006  
Salary Grade: 59  
FLSA Status: Exempt  
Department/Division: Job available in different departments/divisions  
Reports To: In accordance with specific departmental policies

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## *Summary*

- Function: To plan and assist in the coordination of the business management, administrative and staff services of a college or large and complex department/area.
- Scope: Responsible for the administration of fiscal and budgetary affairs, personnel matters, and other administrative activities essential to the operation of the college or department requiring independent decision making skills.

## *Duties*

- Typical:
  1. Coordinates all administrative operations of the department.
  2. Manages all fiscal activities of the department; develops budgets, posts and reconciles accounts, prepares reports and cost analyses, and monitors expenditures. Maintains a sound financial state for the department.
  3. Manages the financial activities for scholarship funds, grant programs and research programs.
  4. Coordinates and supervises administrative support staff. Determines schedules and assignments and training and development needs.
  5. Maintains personnel records for faculty and staff.
  6. Acts as a liaison with other University departments regarding grants, research, budgets, registration and other administrative issues.
  7. Performs other duties as assigned.
- Periodic:
  1. Coordinates and completes special projects as needed.
  2. Performs annual evaluations of assigned administrative staff.

### *Education*

| <b>Required</b>             | <b>Preferred</b>   |
|-----------------------------|--|
| High School diploma or GED. | Bachelor's degree in Business Administration or related field. |

### *Other Requirements*

| <b>Required</b>   | <b>Preferred</b>  |
|---|---|
| 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*

| <b>Required</b>   | <b>Preferred</b>                        |
|---|---|
| Twelve years of increasingly responsible experience in administration or business management with at least two years of supervisory experience. | Similar experience in higher education. |
| At the department's discretion, a Bachelor's degree may be substituted for seven years of experience.   |   |

### *Equipment*

| <b>Required</b>                                  | <b>Possible</b> |
|--|-----------------|
| Personal computer and standard office equipment. | N/A             |

### *Working Conditions*

| <b>Usual</b>             | <b>Special</b>                       |
|--------------------------|--------------------------------------|
| Usual office conditions. | Occasional overtime may be required. |

### *Supervision*

| <b>Received</b>                         | <b>Given</b>                                  |
|---|---|
| General supervision from administrator. | Direct supervision of assigned support staff. |

### *Accuracy*

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| Proficiency in all phases of the duties performed. |
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***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.