

The University of Texas at San Antonio

Job Description

Job Title: Administrative Manager
Code: 19018
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To lead a complex administrative function of a college, department or major program with multiple reporting areas.
- Scope: Responsible for the management of personnel, facilities and administrative matters and assisting executive level staff with administrative management of multiple reporting areas.

Duties

- Typical:
 1. Plans, develops, organizes, evaluates, and manages administrative operations to ensure proper processing of documents and to maintain compliance with University, federal, state, and local government policies and procedures.
 2. Prepares documents and reports as per university guidelines; reviewing and approving documents or other processes as needed.
 3. Supervises the processing and maintenance of all administrative records; preparing reports; and serving as the representative/liaison for administrative matters.
 4. Maintains administrative records; maintains technical set of documents and policies and procedures; provides analysis and interpretation internal processes and makes recommendations to improve efficiency and effectiveness.
 5. Develops and implements policies and procedures related to administrative management or special projects.
 6. Provides direction and training to staff members and subcontracted parties and performs project management duties associated with normal and special projects.
 7. Manages and maintains records for inventory and facilities.
 8. Performs other duties as assigned.
- Periodic:

1. Coordinates and manages key projects.
2. Assists in administrative forecasting for grant proposals.

Education

| Required | Preferred |
|---|--|
| Bachelor's degree from an accredited institution. | Bachelor's degree in Business Administration or Management from an accredited institution. |

Other Requirements

| Required | Preferred |
|--|------------------|
| Excellent written and verbal communication, organizational, and analytical skills | N/A |
| Must be detail oriented and able to work independently and with program staff; ability to compile data and prepare routine reports | |
| Work under time constraints; proven teamwork experience; ability to explain information in an understandable manner; sound judgment and decision making ability. | |
| Criminal Background Check (CBC). | |

Experience

| Required | Preferred |
|---|--|
| Six years of progressively responsible administrative experience, including a minimum of two years of supervisory experience. | Similar experience in administrative management. |

Equipment

| Required | Preferred |
|--|--|
| Personal computer, Microsoft Office Suite and standard office equipment. | Familiarity with DEFINE accounting system. |

Working Conditions

| Usual | Special |
|---------------------------|---------------------------------------|
| Usual office environment. | Occasional night and/or weekend work. |

Supervision

| Received | Given |
|--|---|
| Works independently because of extensive technical or specialized knowledge and/or experience. Initiates major projects under broad direction in collaboration with management team. | Supervises assigned support staff; works closely with administration. |

Accuracy

Proficiency in all phases of work.

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.