

The University of Texas at San Antonio

Job Description

Job Title: Senior Administrative Manager
Code: 19019
Salary Grade: 60
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 fiscal, 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 contracts and other procurement and administrative documents and to maintain compliance with University, federal, state, and local government policies and procedures.
 2. Prepares budgets, monitors expenses and reconciles departmental accounts.
 3. Prepares fiscal documents and reports as per university guidelines; reviewing and approving documents or other processes as needed.
 4. Coordinates all aspects of personnel and position management activities; prepares appropriate documents and routes for approval;
 5. Supervises the processing and maintenance of all administrative records; preparing reports; and serving as the representative/liaison for administrative matters.
 6. 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.
 7. Develops and implements policies and procedures related to administrative management or special projects.
 8. Provides direction and training to staff members and subcontracted parties and performs project management duties associated with normal and special projects.

<p>9. Manages and maintains records for inventory and facilities. 10. Performs other duties as assigned.</p> <p>• <u>Periodic:</u></p> <ol style="list-style-type: none"> 1. Coordinates and manages key projects. 2. Assists in administrative forecasting for grant proposals.
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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
Eight years of progressively responsible administrative experience, including a minimum of two years of budget or business management experience and supervising staff.	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.