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<b>Functional Title:</b>	Administrative Associate, Senior	<b>Job Code:</b>	0003-CS665
<b>Classification Series:</b>	Administrative/Program Support	<b>Band/Zone:</b>	H2
<b>Department:</b>	Multiple	<b>FLSA:</b>	Non exempt
<b>Date:</b>	July 1999		

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**General Function:**

Performs a variety of complex administrative tasks requiring substantial discretion and independent judgement related to overseeing the daily operations of a University administrative unit.

**Characteristic Duties and Responsibilities – Essential Functions:**

- 1) Oversee unit's operations; establishes office policies and procedures; sets goals and priorities; ensures the smooth flow of operations; enforces policies and procedures.
- 2) Supervises staff; interviews and recommends hiring; makes decisions on discipline and termination; establishes schedule and assigns tasks; monitors and evaluates performance; trains staff.
- 3) Monitors unit budget; contacts vendors to obtain prices for large cost items; maintains inventory of supplies; prepares requisitions and purchase orders; authorizes limited expenditures.
- 4) Serves as informational resource to staff; investigates and resolves problems or difficulties.
- 5) Provides advice, counsel, and information regarding department's activities to students, faculty, or staff.
- 6) Gathers and analyzes statistical information regarding department's programs and activities; produces reports.

**Reporting Relationships:**

Direction Received: Reports to upper level administrator (i.e. Director, Dean, Department Chair, etc.).

Direction Given: Direct supervision of Classified employees (Clerical Assistants, Administrative Secretary, Program Assistant, etc.). May supervise student workers as well.

**Minimum Requirements:**

Requires the equivalent of an Associate's degree in Business Administration and four years experience, or an equivalent combination of education and experience.

**Knowledge, Skills, Abilities, and Worker Characteristics:**

Knowledge of unit's operations, policies, and procedures; supervisory skills; knowledge of computer and office applications; budgeting skills; research skills.

**Working Conditions:**

General typical office environment. May have periodic assignments which entail dealing with modestly unpleasant conditions.

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