**Title Details**

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| Employee Type | AP-Administrative Professional |
| University Title | Administrative Manager |
| Title Code | 1205 |
| Function General Scope | Positions assigned to this class are responsible for managing the administrative functions of an academic or administrative organization and serve as the principal advisor to the department chair/director. Positions have substantial responsibility for directing or controlling program operations and are directly accountable for the allocation of resources and program results. Duties include managing the day-to-day administrative functions of the organization; providing supervision to employees including planning, assigning and organizing work; hiring, training and evaluating support personnel; developing and managing of operational budgets, fiscal analysis, grant and contract budgets, inventory management; assisting in short and long-term contingent planning efforts; facilities and resource management, coordination of contracts and grants, and implementation of operational policies and procedures; developing policies and procedures, ensuring that practices are in conformance with University regulations and policies; interpreting University and departmental policies, and advising faculty, staff, and students of policy provisions. |

**Job Duties and Responsibilities**

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| Summary of Duties | This position is responsible for developing, planning, directing, coordinating, and evaluating the administrative, personnel, business, and fiscal functions for the DEPARTMENT. The position has advisory, budgetary, managerial, and supervisory duties and responsibility for independent decision making regarding the daily administrative operations of the DEPARTMENT. The duties of this position include collaborating with the CHAIR/DIRECTOR in formulating strategic planning and short-term/long-term goal setting for the department. |
| Job Function, % Time, Essential | 45%, Administrative, Essential |
| Duties Performed | Administrating the day-to-day operations including setting priorities, establishing and coordinating special projects and providing external and internal communications  Develop policies and procedures, ensuring that practices are in conformance with existing policies and procedures.  Interpret and implement university policies and procedures.  Assist with administrative problem solving and both short and long-term strategic planning.  Represent the DEPARTMENT in business, policy, program meetings and discussions, when appropriate. |
| Job Function, % Time, Essential | 30%, Fiscal Management, Essential |
| Duties Performed | Oversees the budgeting and fiscal management processes.  Develops or assists in the development and management of fiscal and operational strategies, initiatives and resource management.  Recommend options for new approaches and cost-effective services.  Establish and monitor financial controls.  Ensure compliance with federal, state, and university policies and regulations, while maintaining appropriate internal control safeguards.  Review and approve expenditures, provide fiscal analysis and financial reports. |
| Job Function, % Time, Essential | 15%, Personnel, Essential |
| Duties Performed | Implement and maintain proper personnel practices, policies, and procedures.  Oversee and/or process personnel documents.  Assist with personnel planning.  Coordinate recruitment efforts.  Interview and make hiring recommendations.  Ensures compliance with existing University procedures for new hires and changes in assignments including corrective and disciplinary action and problem resolution. |
| Job Function, % Time, Essential | 5%, Supervision, Essential |
| Duties Performed | Oversees the supervision of personnel, which includes work allocation and training.  Evaluates performance and makes recommendations for personnel actions.  Motivates employees to achieve peak productivity and performance. |
| Job Function, % Time, Essential | 5%, Other, Non-Essential |
| Duties Performed | Perform other duties as assigned. |

**Supervisory/Lead Responsibilities**

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| Does this position lead the work of others? | Yes |
| Does this position supervise the work of others? | Yes |

**Position Qualifications**

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| Required Qualifications | Positions require a Bachelor’s Degree in a related field and four (4) years of experience directly related to the duties and responsibilities specified which has included at least one (1) year of supervisory experience. A Master’s degree in a related field may substitute for one (1) year of professional work experience. Any combination of relevant education and professional experience may be substituted for the educational requirement on a year‐for‐year basis. |
| Additional Requirements | Experience using computer accounting information systems and/or applications software.  Experience with budgets and grant management.  Administrative experience. |
| Preferred Qualifications | Experience with state and government regulations pertaining to fiscal management  Experience working with grants and/or contracts.  Related experience at WSU or other higher education institution.  Experience with short and long-term planning.  Experience with Washington State University, or other university, budget, accounting and personnel systems (OPDRS, AIS, BALANCES, DEPPS, TEMPS, PAPR, ZZUSIS, SCBAIMS, WSUJobs). |