



Administration Director

Job Code: 6194

Salary Grade: S12

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Plans, directs, or coordinates the day-to-day operations of the program or center to include administrative oversight and support, manages staff, performs financial analysis, prepares budgets and reports, grants management and policy development.

- Provides direct administrative management and oversight of a program or center to include but not limited to staff management, inventory management, and quality assurance improvement.
- Develops, recommends, and implements administrative, fiscal, and operational policies in compliance with the University, NIH, federal and state guidelines.
- Maintains policy and procedure manuals and documents processes.
- Supervises the activities and performance of the department's or center's non-faculty staff to include but not limited to hiring, training, performance management and employee discipline and/or termination.
- Recommends salary adjustments based on equity and performance.
- Financial responsibilities include, budgeting, financial planning, and approval of expenditures.
- Analyzes departmental financial procedures.
- Makes recommendations for changes and develops strategy for change.
- Prepares budget and financial reports.
- Prepares monthly reports on activities of the operation and presents to management.
- Manages and participates in a variety of projects to ensure financial, quality, service, and operational goals are achieved.
- Plans and develops internal and/or external partnerships to market and further the program or centers mission.
- May develop grant submissions and oversee funded programs.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree in Management, Business Administration, Healthcare, or related field.

Experience:

Required: 60 months of related experience in a university or healthcare environment or equivalent administrative position.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Demonstrated administrative leadership and expertise to build effective partnerships, promoting a team approach to strategic planning and the development of a full continuum specialty program.
- Highly developed expertise in quantitative analysis to support definition and advancement for department's goals and objectives.
- Demonstrated success in building and maintaining positive, effective, and productive relationships with leadership.
- Ability to act as liaison, between the administrative and medical staffs, boards, and external stakeholders. Ability to provide leadership to establish priorities and to develop and implement solutions.
- Ability to understand employee's viewpoints and needs and work strategically.
- A high orientation to detail with proven analytical and financial skills.

Working Conditions

Standard Office Environment



JOB DESCRIPTION

The UNIVERSITY of OKLAHOMA

Printed Date: 04/27/2026