Administrator III (0185)

**Basic Purpose/Job Function:** Managing, coordinating and directing a department, division or area including employee supervision, budget administration and policy and procedure interpretation.

**Examples of Titles Replaced:** Associate Director; Department Administrator; College Programs Director; Manager, Employment and Compensation

**Typical Functions May Include:**

1. Managing the overall administration, day-to-day operations and budget of assigned area
2. Developing, implementing and administering services, programs or projects
3. Providing consultation, clarifying policies and procedures and resolving problems
4. Performing assignments and tasks which require specialized technical knowledge and skills
5. Supervising employees, including hiring, firing, training and evaluating performance
6. Assisting in establishment of specific and long-range unit goals
7. Traveling to local, state, regional or national meetings as requested
8. Performing other related duties as assigned

**Risk Management:** Uses established safety practices to protect the health and safety of personnel and property.

**Supervision of Others:** Normally supervises a small staff. If no direct supervision, provides oversight of managers or supervisors performing these functions.

**Supervision Received:** Receives limited to minimal supervision by a higher-level administrator, administrative or executive officer.

**Minimum Qualifications:**

- **Education:** Bachelor’s Degree  
  **Type:** Determined by department

- **Experience:** 36 - 48 months  
  **Type:** Determined by department and to include supervision
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- **Skills**: Demonstrated oral and written communication skills. Demonstrated decision-making skills. Supervisory skills, as determined by the department. Computer, mathematical or research skills, as determined by the department.

- **Special Requirements**: Frequent exposure to pressure caused by deadlines and busy periods; may be required to travel

- **Licenses**: Determined by the nature of the position and/or department

- **Certifications**: Determined by the nature of the position and/or department

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.