Administrator II (0090)

**Basic Purpose/Job Function:** Performing administration and coordination of a department, division or area including employee supervision, budget management and policy and procedure interpretation.

**Examples of Titles Replaced:** Assistant Administrator; Assistant Director; Manager, Administration and Operations; Fleet Administrator

**Typical Functions May Include:**

1. Performing the overall administration and day-to-day operations of assigned area
2. Making budget recommendations for personnel, materials and equipment for area of responsibility and managing budget
3. Interpreting and administering policies and procedures
4. Participating in planning of programs and services
5. Supervising employees, including hiring, firing, training and evaluating performance
6. Ensuring effective delivery of services and customer relations
7. 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:** 24 - 36 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; requires contact with other departments and university officials;

- **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.