Administrator IV (0186)

**Basic Purpose/Job Function:** Managing, coordinating and directing multiple departments, divisions or areas including employee supervision, budget administration and policy and procedure interpretation.

**Examples of Titles Replaced:** Executive Director, Sutton Avian Research Center; Senior Associate Athletic Director

**Typical Functions May Include:**

1. Directing or managing assigned area(s)
2. Assuming responsibility for budget expenditures of assigned area(s) based on departmental guidelines
3. Ensuring efficient resolution of problems, administration of procedures and development of staff
4. Developing, directing and planning programs
5. Supervising employees, including hiring, firing, training and evaluating performance
6. Ensuring compliance with federal, state and university policies and regulations
7. Performing special projects, researching and analyzing data, writing reports and making recommendations
8. Initiating actions to improve effectiveness of assigned area(s) and optimizing utilization of personnel and equipment
9. Establishing specific and long-range unit goals
10. Participating in internal and external committees
11. Assuming responsibility for administration of department in Director’s absence
12. 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:** Supervision of other personnel including hiring, firing, training and evaluating performance.

**Supervision Received:** Receives minimal supervision by a higher-level administrator or executive officer.
Administrator IV (0186)

Minimum Qualifications:

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

- **Experience**: 48 - 60 months or more  
  **Type**: Determined by department and to include supervision

- **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.