# Administrative Manager– Position Description

## Position Purpose

Responsible for ensuring business operations are executed smoothly. Oversees office space, mail distribution and other forms of communication, scheduling resources, and other administrative support activities.

## Duties and Responsibilities

 • Ensure contracts, insurance requirements, and government regulations and safety standards are followed properly.

 • Oversee preparation, analysis, negotiation, and review of contracts related to the purchase or sale of equipment, materials, supplies, products, or services.

 • Review current processes and recommend procedural or policy changes to improve operations.

 • Manages faculty and staff budgetary resources, grant preparation and submission, and interprets policies and procedures.

 • Exercises independent judgment while planning and coordinating office activities and procedures.

 • Manage staff performance evaluation activities for direct reports and leads quality, accuracy, and timeliness objectives for support staff.

 • Approves purchase order requests, check requests, and travel expenses including interpreting policies and procedures regarding purchase orders and expense management.

 • Lead special projects demonstrating exemplary project management abilities, which may require frequent persuasion and negotiation related to space allocation, resource allocation, major equipment purchases, and coordinating conferences or special events.

 • Oversee disciplinary actions for direct reports following appropriate xx, State, and Federal regulatory guidelines.

 • Anticipate problems and serve as the escalation points when necessary to address concerns or issues with other department personal, administrative support staff, or business unit leadership.

## Knowledge, Skills and Abilities

Knowledge of computers, clerical procedures, customer service standards, collaboration, and information management.

Organization, time management, interpersonal, communication, and problem solving skills.

## Position Requirements

Education: Associate’s degree

Experience: 5 years

FLSA: Exempt