



**Classification Series:**

N/A

**Bargaining Unit:**

TBD per funding

**Office Administrator**

**Series Purpose:** The purpose of the office administrator occupation is to coordinate daily and long-term operations of the office; designs, develops, and implements general office procedures and systems. Assists and supports leadership in office administration.

**Summary of Position:** The class works under direction and requires experience in and knowledge of public or business processes and procedures in order to coordinate daily and long-term operations of the office. Assists and supports leadership with administrative and operational needs.

Incumbents complete assignments that require research, selection, and application of policies and procedures using independent judgment to make adaptations, modifications, and recommendations; assignments have clear and specified objectives and require the investigation of several variables. May act as a lead worker over lower-level support personnel.

**Position Information**

**Essential Functions and Responsibilities:** Incumbents may perform some or all of these duties or other job-related duties as assigned.

Acts as a lead worker over lower-level support personnel; a lead worker has one or more employees assigned to their area of expertise and directs, plans, schedules, and assigns work. Assists lower-level support personnel and external entities in problem resolution; refers only the most unusual and/or complex issues to the supervisor. Maintains expert knowledge of office policies, procedures, and general information in order to assist lower-level personnel as well as the public and other external entities.

Provides training and/or cross-training for staff.

Assists in the development of filing systems; audits and ensures compliance of files and other documentation. Coordinates use and storage of data.

Researches and prepares data for budget inclusion; assists in writing budget justification; monitors spending and maintains fiscal records; monitors budgets and independently makes transfers as needed; reviews and summarizes fiscal, operational and/or personnel reports; directs lower-level support personnel in budget management function. Tracks vendor agreements and/or contracts for expiration, renewal, etc.

Works collaboratively and independently to achieve initiatives, projects, goals, policies, and procedures. Coordinates and manages assigned projects to completion.

Serves as liaison with campus and external constituents; transmits information, decisions, requests, and directives and prepares correspondence to the same, assuring quality and accuracy of information and materials; assists in planning and implementation of schedules, operations, agendas, itineraries, procedures, budgets, presentations, academic events, purchases, projects, and record keeping.

Coordinates activities and assists staff; prepares reports, correspondence, forms, minutes, etc. of complex, highly confidential and/or sensitive information.

Assists with administrative and technical support, as necessary.

**Other Functions and Responsibilities:** Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

**Equipment Operated:** Computer and all other standard office equipment.

**Supervision Exercised:** Supervision may be exercised over student employees.

### **Qualifications and Competencies**

#### **Knowledge, Skills, and Abilities:**

Knowledge of: supervisory techniques\*; training and development\*; technical writing; effective oral communication; customer service and public relations; university policies and procedures\*; applicable federal and state laws\*; assigned program area\*.

Skill in: Microsoft Office Suite; verbal and written communication.

Ability to: handle a variety of responsibilities and determine specific course of action; define problems, collect data, establish facts and draw valid conclusions; prepare meaningful, concise, and accurate reports; gather, collate, and classify information about data, people, or things; recognize and maintain confidential information; perform basic mathematics; proofread material, recognize errors, and make corrections; deal with abstract variables; research and answer sensitive inquiries from various constituents; understand and interpret contracts; use proper research methods in gathering data; resolve complaints.

(\*) Developed after employment.

**Minimum Qualifications:** At least an associate degree and/or at least two years of related on-the-job experience.

**Physical Requirements:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

**Sedentary:** work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.