

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 6:06:33 PM
Official Title:	Office Administrator Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 4
Scheduled Hours	
Job Code:	123521
Job Family:	Administrative Support

JOB SUMMARY

The Office Administrator oversees the administration of academic, fiscal, human resources, purchasing, and payroll support activities, as well as delegates tasks to support staff as needed to meet ongoing and emergent priorities.

NATURE OF WORK

The Office Administrator is responsible for the operational aspects of academic, fiscal, purchasing, employment and payroll administration for an institutional unit/department. Additional responsibility includes supervising all assigned support staff to fulfill the administrative requirements of the responsibility area. Job responsibilities require the ability to perform inquiries, queries, standard and modified reports from institutional systems and must be able to produce documents using word processing, spreadsheet, and presentation software. Work activities are carried out independently, under general direction, working from established policies and objectives. This position exercises sound judgement in prioritizing, planning, and organizing own work within time, process, and results requirements; determines processes and sequences to follow based on needs and urgency required by the circumstances. Problems faced in this position are varied, often complex, and occasionally ill-defined, requiring analysis and interpretation of the situation. Decisions have significant, broad implications for the management and operations of a division/entire institution as well as contribute to decisions on the overall strategy and direction of the entire institution.

Distinguishing Characteristics

Examples of Duties

Essential Functions

- Manages the day-to-day clerical, general fiscal and administrative functions of an office or unit and supervises assigned support staff.
- Prepares, submits, summarizes, and communicates budget information for the assigned area. Prepares and approves budget transfers and nonpayroll expenditure transfers, reconciles remaining spending authority, prepares and maintains internal accounting records, and other duties related to fiscal administration.
- Fulfills purchasing requirements for assigned area, researching items and obtaining price quotes, entering information into institutional systems, receiving purchase orders, maintaining P-Card information, and reconciling purchases.
- Establishes and maintains systems for administration of academic records for the area, including electronic files, records, and databases. Provides for support of instruction and student administration.
- Supports employment administration and human resources processes, serving as a point of contact with the central HR department. Administers appointment paperwork requirements for faculty, staff, and student employees. Fulfills administrative requirements for faculty and other searches within area of responsibility.
- Manages and audits annual and sick leave records, and employee timesheets. Administers leave payouts.
- Prepares and approves online payroll certifications. Reviews and reconciles payroll registers, and updates pay distribution. Serves as the local point of contact on payroll issues.
- Arranges and coordinates travel for department staff, faculty, and incoming guests and speakers.
- Composes and prepares written documents and correspondence for the office, including memos, letters, presentations, and spreadsheets.

Examples of Duties

Essential Functions

Prepares special spreadsheet reports and presentations as needed. May prepare brochures or web site content for communication within the institution or to external audiences.

Performs other office administration duties as required to support the mission and function of the area of responsibility.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Field of Study	Req	Pref	And/Or
Bachelor's degree	Related Field	X		

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

Work Experience

Experience	Experience Details	Req	Pref
1 year +	Experience in office administration and general supervision	X	

