Administrative & Staff Job Classifications

Class Specification Title: Administrator

Series: Administration - Administrator
Levels in series: 1 | 2 | 3

<table>
<thead>
<tr>
<th>BAND</th>
<th>GRADE</th>
<th>SUBGRADE</th>
<th>FLSA STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>6</td>
<td>4</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

CLASS SUMMARY: The Administrator is the first level of a three-level administration - administrator series. This includes positions typically identified as Academic Dean, Executive Director, Psychologist or the Senior Assistant to the Provost. Incumbents perform administrative leadership duties related to the day-to-day responsibility of assigned operations. Incumbents are accountable for directing, implementing and evaluating multiple components of their assigned area in support of the College Plan and mission and goals. The Administrator is distinguished from the Deputy Executive Administrator, who is responsible for providing program direction and implementing the College vision and overall direction.

TYPICAL CLASS ESSENTIAL DUTIES: These duties are a representative sample; position assignments may vary.

1. Provides direction and supervision to staff and/or faculty employees to include: prioritizing and assigning work; conducting performance evaluations; ensuring faculty and staff are trained; and make hiring, termination and disciplinary actions with subordinate employees. Daily 20%
2. Develops, implements, and evaluates program goals, objectives, policies, and services that are consistent with the College mission. Daily 10%
3. Directs, oversees, and participates in the development of the department work plan; monitors workflow; reviews and evaluates work products, methods, and procedures. Daily 10%
4. Manages the department budgets; approves and monitors expenses. Daily 10%
5. Provides direction for curriculum, instructional, and/or program development, equipment, and implementation; evaluates results and making appropriate modifications. Daily 10%
6. Interprets and applies policies and procedures for mediation and conflict resolution with students, faculty, staff, and external entities. Daily 10%
7. Directs the development of research materials; provides reports and recommendations on staffing, scheduling, enrollment, services, and other areas as required. Weekly 10%
8. Serves on a variety of internal and external task forces and committees. Weekly 10%
9. Engages in a program of professional improvement in order to remain current in area of responsibility. Monthly 5%
10. Collaborates with other organizations to promote organizational effectiveness, awareness, and public relations. Monthly 5%
11. Performs other duties of a similar nature or level as required.

POSITION SPECIFIC RESPONSIBILITIES MAY INCLUDE:

- Rotate evening and Saturday supervisor duty
- May be required to travel

Training and Experience (positions in this class typically require):

For Academic Positions: Master’s degree in a related field and two years college level teaching experience with one year responsibility as a subject matter lead or chair preferred; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

For Non-academic Positions: Master’s degree in a related field and four years of progressively responsible management and leadership experience related to the area of assignment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements for some positions in this class may require:

- Current Arizona State Nursing License
- Current CPR certification
- Require 30 hours of continuing education every two years in assigned area
- Valid Arizona driver's license
- Arizona Peace Officer Standards Training Certified
- Must be a U.S. citizen
- Arizona Board of Psychologist Examiners license

Knowledge of (position requirements at entry):

- Supervisory principles
- Managerial principles
- Strategic planning
- Program development
- Advanced business practices
- Human Resources practices
- Current technology trends and applications
- Applicable local, state and Federal laws, codes, regulations and compliance requirements
• Academic development principles
• Higher education administration principles
• Student development principles
• Law enforcement administration
• Homeland security and organizational safety practices
• Current trends in area of responsibility
• Research principles
• Budget principles
• Principles, practices, and techniques of designing, developing, delivering, and evaluating educational programs

Skills in (position requirements at entry):
• Monitoring and evaluating employees
• Organizing work and balancing multiple priorities
• Critical thinking skills
• Fostering effective teamwork
• Interpreting and applying local, state, federal laws and compliance requirements
• Responding to emergency situations or safety concerns
• Developing and implementing goals, objectives and procedures and Standard Practice Guides
• Working with a diverse student and employee population
• Interpreting and applying procedures and policies demonstrating leaderships within the discipline
• Analyzing and resolving complex and often stressful situations
• Public speaking
• Evaluating higher education programs, services, and curricula
• Conducting research and developing reports and proposals
• Managing and monitoring budgets
• Building teams and consensus
• Resolving conflict
• Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

Physical Requirements
Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
Incumbent is subject to travel.
NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
Draft prepared by Fox Lawson & Associates LLC (DJG/LM)
Date: 03/01
Revised by Human Resources: 04/09, 9/12