



**Job Title: Administrative Manager**

## **CLASSIFICATION DESCRIPTION**

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**Department: Bus SVIT Systems**

**Pay Grade: 112**

**FLSA Status: Exempt**

**Remote Work Eligible: Yes**

### **JOB SUMMARY**

This position performs administrative duties and statistical, financial, or operational data analysis and reporting in support of management decision making in various functional areas; identifies trends, discrepancies, and variances to improve efficiency and effectiveness of operations; and prepares reports of findings and analysis. Duties also include: exercising various latitudes of independent judgment; establishing and maintaining a positive working relationship with the area's business community, internal and external stakeholders, and other related contacts; and receiving additional training, as required, to gain proficiency and experience in various areas. This position may also make recommendations to management for operational changes and partner with other departments, divisions, outside agencies, and vendors to address and help resolve business issues.

### **DISTINGUISHING CHARACTERISTICS**

Eligible to work remotely.

### **ESSENTIAL JOB FUNCTIONS**

- Oversees selected administrative operational activities; provides project and change management; and serves as liaison with internal and external stakeholders on administrative and operational functions.
- Assists VP with planning and executing annual College and Division strategic goals for IT and Enterprise Systems.
- Provides administrative planning and operation support to Division leaders.
- Assists with special projects including, but not limited to: physical footprint analysis and space utilization; leadership programming and delivery; legislative information requests; financial reporting; special events; competitive solicitations; vendor implementation; and other Committee work as directed.
- Manages contracts with internal and external stakeholders; ensures contract renewals are reviewed and submitted in a timely manner; and works with campuses and community partners on lease agreements.
- Ensures smooth and efficient flow of information from VP to direct reports and across Division to facilitate and expedite operations.

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- Trains Division level administrative support staff.
- Assists with preparation and timely submission of required state reports.
- Evaluates specific policies and procedures as directed and develops or makes recommendations for improvements.
- Establishes and manages partnerships with internal and external stakeholders in support of various College and Division initiatives.
- Prepares for and coordinates internal and external meetings, including monthly Board of Trustee meetings.
- Drafts correspondence, memos, reports, and other materials for Vice President and Division.
- Prepares projections for related expenditures and revenues; monitors expenses within budget; submits periodic budget updates, and assists with fiscal responsibility.
- Liaises with campuses, centers, and sites on Facility Rental Program and assists with administration of program.
- Remains current on issues of special interest to the College.
- Improves operations, decreases turnaround times, streamlines work processes, and works cooperatively and jointly to provide quality customer service.
- Performs other duties as assigned.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Bachelor's degree in a field related to assigned area; three (3) years of related work experience in executive-level administrative support, project management, or; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### Knowledge of:

- Leadership and management principles;
- Budgeting principles;
- Research, data collection, reporting, and presentation techniques;
- Customer service principles;
- Project management principles;
- Recordkeeping and records management principles;
- Applicable federal, state, and local laws, codes, ordinances, rules and regulations; and
- Computers and related software applications;

#### Skills in:

- Delivering customer services;
- Writing and editing policies, procedures, speeches, memos, articles, correspondence, and/or other documents;
- Maintaining records and files;
- Compiling, analyzing, and summarizing data;
- Coordinating programs, services, and events;
- Using discretion in handling sensitive information;
- Organizing; and
- Communication, interpersonal skills as applied to interaction with coworkers, supervisors, and employees sufficient to exchange or convey information and to give and receive work direction;

#### Ability to:

- Pay attention to details;
- Develop and implement project goals;
- Maintain confidentiality;

- Multi-task;
- Prioritize;
- Exercise independent judgment; and
- Create a professional demeanor.

## **CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

N/A.

## **PHYSICAL DEMANDS**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

<b>Physical Activities</b>		<b>Physical Activities</b>	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	

## **TYPE OF WORK**

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

## **WORK ENVIRONMENT**

May be required to work hours other than the regular schedule including nights and weekends.

Work is performed regularly where decisions are made that could lead to major community or organizational consequences if there is a failure to make the appropriate decision at the time.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.*

***St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.***