

ADMINISTRATIVE MANAGER I*

Function of Job:

Under general supervision of designated supervisor, to be responsible for facilitating the work of an assigned administrative unit by providing informational services/office management and advising on a variety of essential management operations and related matters.

Characteristic Duties and Responsibilities:

1. Assist and advise the head of assigned administrative unit of moderate size and/or other related staff members, in matters pertaining to management services.
2. Plan day-to-day operations, assuring that the work is compatible with the goals established by the unit's general management.
3. Perform, supervise or advise on work involved in providing or negotiating for a variety of essential management/facilities services.
4. Supervise, coordinate, evaluate and review work of assigned support staff or student help.
5. Evaluate and recommend revisions in methods and procedures in assigned area of responsibility.
6. Act as designated contact person with other departments, units or organizations in related administrative matters.
7. Coordinate the unit's financial affairs, including budget preparation and expenditure control.
8. Research data, as necessary, and prepare reports on the unit's activities, as assigned.
9. Interview and recommend candidates for employment or termination.
10. Assure that unit conforms with USNH policy and campus organizational procedures.
11. Initiate and coordinate the processing of the unit's personnel, payroll and purchasing forms with the appropriate departments.
12. Serve on committees and/or complete special projects, as assigned.
13. Perform other related duties, as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree and one year of related experience or Associate's degree and three years of related experience.
2. Familiarity with management/administrative principles, practices, methods and techniques.
3. Supervisory ability.
4. Good communication skills, both verbal and written.
5. Tact and skill in dealing with others.

12/27/97

System Approval

12/27/97

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - Original approved as Administrative Assistant I 1/16/75 and revised 7/30/80, 5/10/94, and revised and title changed 12/27/97.