Title: Assistant To

Pay Scale Group: 15-1

Essential Function

Under general supervision from a designated administrator, assist in the research, planning and coordination of specialized and complex administrative, operational or education activities to implement major changes.

Characteristic Duties

Evaluate, develop and implement specialized operating policies and procedures.

Research and analyze methods, procedures; identifying problems of a specialized nature and implement changes.

Coordinate and oversee the personnel operations of a major college or department.

Prepare complex budgets, monitor expenditures and develop budget requests.

Represent administrator at internal and external committee meetings on subjects of considerable complexity, with moderate authority to make commitments.

Identify programmatic, operational and system problems and implement solutions.

May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor's degree with three (3) years’ experience; -OR- Associate's degree with five (5) years’ experience; -OR- seven (7) years’ experience. Degree must be in Business Administration or related field. Experience must be related. Experience may also require at least one (1) year supervision.