Title: Business Administrator Sr

Pay Scale Group: 00 (Broadband)

Essential Function

Professional employees that typically have direct supervisory responsibilities of a unit or multiple unites, in addition to major management responsibilities for a wide range of projects/tasks associated with primary business operations, academic, or student services. Responsibilities include day-to-day administration of specialized activities related to a business office and reports to management, provide recommendation and advice to management or other groups on process related topics and conduct or carry out work procedures and activities in accordance with local, state, federal, and university regulations.

Characteristic Duties

Manage the financial, administrative, and operational activities of a large and diversified unit with a considerable income generation component;

Direct personnel functions for an operating unit and oversee annual salary increase processes;

Coordinate budget preparation and monitor grants and contracts;

Determine purchasing priorities and make recommendations for major capital expenditures;

Serves as an expert resource to others; may serve on committees and special projects;

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor's degree with five (5) years’ experience; - OR- Associate's degree and seven (7) years’ experience; -OR-nine (9) years’ experience; degree must be in Business Administration or related field. Financial and administrative experience is required and must include three (3) years supervision. Incumbent must possess the business/financial experience to be fully proficient in performing most or all work assignments. Incumbent must possess an ability to function as either the business expert in a single highly complex and integrated business area or as the business expert in multiple complex financial areas and understand problems from a broad, interactive perspective and must possess substantial knowledge of other specialties and ability to integrate this knowledge.

Skill level: Engage in functions where the majority of job assignments involve complex and exceptionally difficult problems; requires advanced and comprehensive administrative and fiscal knowledge in one of more business or finance area(s); requires anticipation of customer and system needs, along with formulation and implementation of plans to meet these needs; requires development of solutions that combine information and ideas in new and unprecedented ways; entails work assignments that generally include team coordination, project planning, strategic planning, work lead, or training functions; work at a high level of independence.