

DIRECTOR OF ADMINISTRATIVE SERVICESDEFINITION

This is professional management work involving fiscal, administrative, personnel, and related support functions requisite to the administration of the instructional, research and public service objectives of a school or college. Work entails serving as the chief fiscal and budgetary control officer and advisor to the Dean. The work involves responsibility for assisting the Dean in the formulation and review of budgetary requests; preparation of final budget for submission; assisting in budget preparation; administering the approved budget; developing and maintaining internal fiscal control systems; assisting in development of grant proposals. The functions of personnel and general administration entail the responsibility for the college's or school's internal personnel management policies and procedures within the framework of campus and system personnel policies and procedures, including transactions preparation, processing and recordkeeping, interpretation to administrators, and employees of policies, procedures and collective bargaining agreements, and the allocation and maintenance of facilities and other resources. Work involves considerable contact with senior campus administrators, systemwide management personnel, senior academic administrators, faculty, staff, and state and federal agencies. Work requires considerable knowledge of fiscal planning and budgeting procedures and knowledge of personnel administration. Supervision is exercised over a staff of professional, technical and clerical assistants. General supervision is received from the Dean in the form of broad guidance; work is reviewed through oral and written reports, financial analyses and evaluation of results obtained. Work is performed with wide latitude for independent judgment and discretionary action.

The establishment of the class Director of Administrative Services as the result of amendments to the classes Assistant Dean for Administration or Services, UHM 161, and Assistant Dean for Administration or Services (expanded), UHM 162, and the assignment of positions in this class to Salary Ranges M)3-NM, M04-NM and M05-NM is approved effective July 1, 1982.

Fujio Matsuda

Jan 31, 1983

Date