AUBURN
Human Resources

Admstr, Business & Admin Svcs

Job Description

JOB INFORMATION

Job Code	DB36
Job Description Title	Admstr, Business & Admin Svcs
Pay Grade	FO09
Range Minimum	$54,190
33rd %	$66,840
Range Midpoint	$73,160
67th %	$79,480
Range Maximum	$92,130
Exemption Status	Exempt
Approved Date:	9/2/2025 2:11:02 PM

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Business Administration

JOB SUMMARY

Under general direction, oversees the business operations of a large department or division, supporting a broad range of functional areas. Provides high-level administrative support to the department head and supervises two or more full-time employees responsible for administrative services, financial and budget preparation and analysis, and reception operations. Ensures efficient coordination across teams to maintain consistent, organized, and responsive service delivery.

RESPONSIBILITIES

- Formally supervises two or more full-time administrative support and financial/budget staff to provide consistent and organized business and operational support to internal and external customers within a department or division. Supervises and is responsible for departmental reception services, ensuring that clients and customers are greeted appropriately, questions are answered accurately, and services are delivered in a professionally maintained environment. Supervisory responsibilities include, but are not limited to, hiring, planning, training, coaching, rewarding, and recognizing employees.
- Oversees the efficient business operations for a large department or division including overseeing the coordination and administration of the department's information technology and communications needs (desktop, mobile, and telecom systems), miscellaneous building services, property, surplus, and risk management insurance services, conference room and department automobile reservations and maintenance, key access control; purchasing and procurement activities including purchasing supplies, printed materials, and office equipment; maintaining supply inventories, renewing individual and departmental subscriptions, and preparing vendor and travel vouchers.
- Through subordinate financial staff or self, and working with department leadership team and the budget office, supports the development, coordination, tracking, monitoring, and analyzing of the department's or division's budget; processes department's financial transactions daily to include processing invoices, purchase requisitions, error corrections, travel vouchers, budget change orders, direct charges, and journal vouchers; prepares and disseminates business and financial reports; reconciles purchasing cards and administers professional service contracts. Position is also responsible for overseeing the timely and accurate administration of internal billing requirements and associated processes. Ensures departmental leadership is informed regarding all financial issues or anomalies that may arise.
- Responsible, through self or others, for a variety of general and specialized administrative and professional support tasks for a department head including, but not limited to, project coordination, preparing various correspondence, file and document management, scheduling meetings and maintaining calendars, resolving scheduling conflicts, preparing for various meetings and small events, providing information and assistance to callers and/or customers regarding departmental policies and procedures, making travel arrangements, preparing agendas and meeting minutes, and researching issues and concerns addressed to the head of the department as assigned. Exercises considerable discretion concerning the handling of highly sensitive and confidential information.

RESPONSIBILITIES

- Coordinates and tracks the flow of information, documents, and tasks between the department head and departmental managers and directors to ensure tasks and deadlines are achieved. Provides guidance to and assists departmental staff regarding administrative and financial policies, procedures, processes, and services. Recommends improvements to departmental administrative and financial processes.
- Responsible for the processing of electronic personnel action forms for department/division employees, as well as ensuring that accurate timekeeping and payroll activities are executed in a timely and error-free fashion.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED		and	5 years of	Experience under general supervision in business administrative and office practices, including administrative support services with increasing levels of responsibility and independent judgement and discretion having been exercised.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Working knowledge of general human resources principles and practices.	
Knowledge of AU administrative and financial policies and procedures.	
Knowledge of principles and processes for providing customer services.	
Knowledge of administrative, financial, and clerical procedures and systems.	
Proficiency in the use of office software applications including Microsoft Office: Word, Excel, PowerPoint.	
Proficiency in managing files and records, designing forms, and other office procedures and terminology.	
Knowledge of business math, simple statistics and their applications.	
Working knowledge of the University's enterprise system.	
Working knowledge of human resources laws and government regulations.	
Working knowledge and experience demonstrating supervisory skills related to the planning, organizing, coaching, and rewarding & recognizing employees.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.	Certification from or having taken coursework with professional office/administrative		Desired	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	management associations is desired.			

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.