**CLASS SPECIFICATION TITLE:** ADMINISTRATIVE MANAGER

<table>
<thead>
<tr>
<th>BAND</th>
<th>GRADE</th>
<th>SUBGRADE</th>
<th>FLSA STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>4</td>
<td>3-5</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

**CLASS SUMMARY:**

This class is the second of four levels in the Administrative Leadership series. Incumbents are responsible for managing a defined administrative function or program that directly supports the College’s ongoing administrative operations. Responsibilities may include determining the assignment of staff and resources in order to achieve the operational objectives established at higher levels; developing internal and external relationships and partnerships; developing project plans and providing project status updates and evaluations; and planning, conducting, and analyzing research.

Incumbents apply professional experience and judgment to ensure effective, accurate, and legally compliant actions and operations. Decisions made at this level require the development of solutions to support the goals outlined at higher levels regarding the College’s ongoing goals and objectives.

Incumbents in this class are responsible for the outcome and performance of generally defined programs and functional objectives, and have responsibility for the oversight of people (staff) and resources (budget), which includes leading the work of lower level specialized, technical and/or clerical staff. Some incumbents may provide oversight for lower-level supervisors that control the work of standardized and routine functions.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

<table>
<thead>
<tr>
<th>FREQUENCY</th>
<th>BAND/ GRADE</th>
</tr>
</thead>
</table>

1. Manages and oversees staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.  

*Daily 20% C4*

2. Manages the implementation of internal operations for an assigned administrative department or program, which includes: planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensuring compliance with Federal, State, and Local laws, regulations, codes, and/or standards; coordinating activities between multiple service areas; and working to integrate and coordinate service areas.  

*Daily 20% C4*

3. Develops and implements project plans; troubleshoots project plans and implements solutions; evaluates program and project performance.  

*Daily 20% C4*

4. Prepares, reviews, interprets, and analyzes a variety of complex and multi-faceted information, records, data, forms, schedules, calendars, surveys, and reports; makes recommendations based on findings.  

*Daily 10% C4*
## TYPICAL CLASS ESSENTIAL DUTIES:

(These duties are a representative sample; position assignments may vary.)

<table>
<thead>
<tr>
<th>FREQUENCY</th>
<th>BAND/ GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily 10%</td>
<td>C4</td>
</tr>
<tr>
<td>Weekly 10%</td>
<td>C4</td>
</tr>
<tr>
<td>As Required</td>
<td>N/B</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Researches, collects, and analyzes a variety of complex data and information; ensures accuracy of information; and summarizes findings in applicable reports.</td>
</tr>
<tr>
<td>6.</td>
<td>Develops and maintains internal and external relationships; participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other information; represents assigned academic area on committees, advocacy groups, and/or other related groups.</td>
</tr>
<tr>
<td>7.</td>
<td>Prepares and administers a budget, including grant budgets if applicable; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.</td>
</tr>
<tr>
<td>8.</td>
<td>Performs other duties of a similar nature or level.</td>
</tr>
</tbody>
</table>
MADISON AREA TECHNICAL COLLEGE
CLASS SPECIFICATION TITLE: ADMINISTRATIVE MANAGER

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Contract Services may be responsible for:
- Developing and implementing training activities related to business, industry, and workforce development;
- Marketing services and training sessions;
- Completing special projects for the department including customer contracts, seminars, and cross-functional projects;
- Supervising contract staff;
- Assisting in developing strategic and operational plans.

Positions assigned to Operations may be responsible for:
- Analyzing business processes and operations and make recommendations for improvement;
- Managing cross-functional projects;
- Monitoring project budgets;
- Collaborating with faculty and department staff to complete projects, review operations, and perform related duties;
- Coordinating and managing the operations of Learner Success.

Positions assigned to Institutional Research and Effectiveness may be responsible for:
- Overseeing and coordinate the institutional-wide research initiatives;
- Managing the College’s Learning System Quality Improvement Process (LSQIP) program;
- Supervising Institutional Research and Effectiveness staff.

Positions assigned to Enrollment Services may be responsible for:
- Managing and coordinating enrollment services operations;
- Overseeing the integration of new technologies into the enrollment system;
- Forecasting necessary funding and managing grant funds and an operational budget;
- Supervising Enrollment staff;
- Attending educational workshops and building professional networks.

Positions assigned to Fitness, Health, and Recreation may be responsible for:
- Directing intramural programs;
- Managing the development of student health options;
- Supervising Fitness, Health, and Recreation staff;
- Managing youth recreational opportunities;
- Analyzing and revising the department budget.
### POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to the Child and Family Center may be responsible for:
- Coordinating Child and Family Center programs;
- Overseeing legal compliance which includes licensing requirements, accreditation standards, and grant regulations;
- Developing and maintaining center policies and procedures;
- Supervising center staff.

Positions assigned to Payroll may be responsible for:
- Monitoring and managing payroll compliance with internal and external regulations;
- Supervising payroll staff;
- Updating and maintaining business processes;
- Developing and maintaining processes, procedures, and internal quality controls.

Positions assigned to Engineering Services may be responsible for:
- Designing, repairing, and overseeing the College’s HVAC, electrical, plumbing and Fire Protection, and temperature control systems;
- Providing advice and consultation to management regarding technical engineering and building maintenance issues;
- Supervising maintenance and engineering staff;
- Developing complex system strategies and plans.

Positions assigned to the Bookstore may be responsible for:
- Managing bookstore operations, including a convenience store;
- Managing and overseeing operations which includes ensuring staffing, maintaining compliance with rules and regulations; and maintaining internal inventory and sales systems;
- Analyzing and preparing a department budget;
- Monitoring bookstore buyback and rental programs.

Positions assigned to Human Resources may be responsible for:
- Administering and managing Human Resources programs including benefits, welfare, employee assistance, and unpaid leave programs;
- Managing classification and compensation processes and programs;
- Counseling employees on a variety of HR processes including promotions, medical leave, performance issues, and labor relations;
- Training staff and faculty on HR processes and procedures.

Positions assigned to Human Resources Records may be responsible for:
- Overseeing employee records which may include certification records, recruitment records, new hire paperwork, performance appraisals, promotions, and related documents;
- Fulfilling record requests;
- Serving as the Certification Officer for the College which includes overseeing certification and renewal processes;
- Supervising records staff;
- Determining and measuring records policies, procedures, and reporting metrics.
MADISON AREA TECHNICAL COLLEGE
CLASS SPECIFICATION TITLE: ADMINISTRATIVE MANAGER

TRAINING AND EXPERIENCE (positions in this class typically require):
Bachelor's degree from an accredited college or university in a field related to area of assignment; and five to seven years of progressively responsible professional experience in area of assignment, including some managerial or supervisor experience; or an equivalent combination of education and experience necessary to perform the essential responsibilities of the assigned position.

KNOWLEDGE (position requirements at entry):
Knowledge of:
- Managerial principles;
- Administrative program management principles, practices, and techniques;
- Program development, planning, and administration principles and practices;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Research methods;
- Policy and procedure development practices;
- Budgeting principles.

SKILLS (position requirements at entry):
Skill in:
- Managing administrative programs and making program-wide decisions;
- Planning, coordinating, and implementing program components and activities;
- Researching, analyzing, and applying relevant information to the development of program processes and programs;
- Analyzing processes and making recommendations for improvement;
- Interpreting and applying applicable laws, rules, and regulations;
- Ensuring compliance with applicable internal and/or external program requirements;
- Preparing a variety of reports;
- Monitoring and maintaining administrative program budgets;
- Monitoring and evaluating the work of lower level staff;
- Communicating (orally and in writing) information, data, and opinions to inform, influence, and/or persuade a wide variety of individuals and audiences.

PHYSICAL REQUIREMENTS:
Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:
The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.