CLASS SPECIFICATION TITLE: SENIOR ADMINISTRATIVE DIRECTOR

<table>
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<tr>
<th>BAND</th>
<th>GRADE</th>
<th>SUBGRADE</th>
<th>FLSA STATUS</th>
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<tr>
<td>D</td>
<td>7</td>
<td>1-2</td>
<td>Exempt</td>
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CLASS SUMMARY:
This class is the fourth of four levels in the Administrative Leadership series. Incumbents are responsible for providing complex and senior level direction to the activities of a significant College department or function impacting a large area and range of services. Based upon assignment, incumbents plan, direct, coordinate, and manage all activities related to assigned College department or function including the development of programs critical to the College's ongoing operation.

Incumbents apply advanced management principles by employing strategic thinking generally acquired through significant managerial experience. Decisions made at this level involve the development of broad organizational strategies for the assigned department(s) and/or functions and therefore determine the precedent and guidelines under which all lower levels operate.

Incumbents at this level are responsible for leading and directing the work of lower level managers, supervisors, professional and specialized staff. Incumbents exercise considerable authority over the resources and staff assigned to their area.

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

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<th>FREQUENCY</th>
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<tr>
<td>D7</td>
<td>Daily 30%</td>
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1. Directs 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.

2. Directs the implementation of activities and operations of a significant College program, department, or service offering impacting a large area and range of services, which includes planning, coordinating, administering, and evaluating programs, projects, student retention, strategic planning, processes, policies, procedures, systems, standards, and/or service offerings; developing academic assessment strategies; ensuring compliance with Federal, State, and Local laws, regulations, codes, and/or standards; and coordinating activities between multiple functions.

3. Directs and participates in the preparation, review, interpretation, and analysis of various complex and multi-faceted information, data, forms, schedules, calendars, surveys, and reports; makes recommendations based on findings.
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### TYPICAL CLASS ESSENTIAL DUTIES:
(These duties are a representative sample; position assignments may vary.)

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Band/Grade</th>
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<tr>
<td>Weekly 15%</td>
<td>D7</td>
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<tr>
<td>Weekly 10%</td>
<td>D7</td>
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<tr>
<td>As Required</td>
<td>N/B</td>
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4. 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; conveys department information through presentations; represents assigned academic area on committees, advocacy groups, and/or related groups.

5. Prepares and administers a budget; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

6. Performs other duties of a similar nature or level.

### POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Finance may be responsible for:
- Developing financial policies and procedures;
- Supervising financial staff;
- Training department and College staff on policies, procedures, and processes;
- Overseeing financial analyses and financial reporting;
- Managing internal and external audits.

Positions assigned to Facility Services may be responsible for:
- Developing a long-term strategic plan for the department;
- Overseeing all facilities operations which includes developing policies and procedures;
- Coordinating and overseeing the acquisition, disposition, and leasing of College facilities;
- Managing and overseeing facility construction projects;
- Monitoring and maintaining department operational compliance with internal and external regulations.

Positions assigned to Technology Services may be responsible for:
- Developing and implementing technology plans;
- Providing high-level consultations to College leadership regarding IT systems;
- Managing a department budget and controlling expenditures;
- Hiring and negotiating contract terms with vendors.
# MADISON AREA TECHNICAL COLLEGE

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### TRAINING AND EXPERIENCE (positions in this class typically require):
Master’s degree from an accredited college or university in a field related to area of assignment; and ten or more years of progressively responsible experience, including five or more years of management experience; or an equivalent combination of education and experience necessary to perform the essential responsibilities of the assigned position.

### LICENSING REQUIREMENTS (positions in this class typically require):
- TBD

### KNOWLEDGE (position requirements at entry):
Knowledge of:
- Managerial principles and practices;
- Administrative program oversight principles, practices, and techniques;
- Advanced principles and practices in assigned area of responsibility;
- Strategic planning principles;
- 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;
- Troubleshooting and solving complex program issues;
- Budgeting principles.

### SKILLS (position requirements at entry):
Skill in:
- Directing, monitoring, and evaluating administrative programs at a College-wide level;
- Planning, coordinating, and implementing program components and activities;
- Analyzing processes and making recommendations for improvement;
- Researching, analyzing, and applying relevant information to the development of departmental processes and programs;
- Interpreting and applying applicable laws, rules, and regulations;
- Developing academic and/or program assessment tools;
- Preparing a variety of reports;
- Managing and administering program budgets;
- 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, fingerling, 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.

**CLASSIFICATION HISTORY:**
Draft prepared by Fox Lawson & Associates a Division of Gallagher Benefit Services, Inc. (DG)
Date: (05/2010)