

Job Description

Job Title:	Administrative Manager
Department:	School of Environment, Resources and Sustainability
Reports To:	Director, School of Environment, Resources and Sustainability
Jobs Reporting:	Administrative Coordinator/Academic Advisor for U/G Studies Graduate Program Administrator/Scholarship Coordinator
Salary Grade:	8
Effective Date:	November 2017

Primary Purpose

As the senior staff member in the department, this position is responsible for the complete range of administrative activities required to facilitate the effective and efficient operation of all school administrative, academic, financial and supervisory functions; in accordance with the goals and objectives for the school in consultation with the Director of the Department. This position is responsible for school relations and liaison with the Department of Finance, Research Finance, Human Resources, and the Dean's Office in the Faculty of Environment.

Key Accountabilities

Administrative and strategic assistance to the Director; by

- Overseeing administrative aspects of the School and maintaining confidential files, correspondence.
- Reporting on annual operating budget status; determining future budget requirements
- Preparing contracts for continuing faculty, staff, sessional instructors, adjuncts, postdoctoral fellows
- Preparing and maintaining meeting minutes and agendas; including scheduling yearly meeting schedules
- Member of School committees (e.g., DACA, DTPC (annually), FPR (annual), monthly School meetings, annual retreat); supporting and serving as a resource to other committees as required;
- Supporting and assisting with the planning and overseeing of special events as required

Administrative and supervisory responsibilities to support staff;

- Supervise and coordinate support staff in the school; consisting of the graduate program administrator and the academic advisor for undergraduate studies
- Day-to-day monitoring of job performance; staff training opportunities; work and vacation schedules
- Initiate, and annual review of, the department Work From Home program
- Responsible for completion of annual staff performance reviews

Financial and budget planning responsibilities (Departmental and Research):

- Regular consultation with and reporting to the Director regarding the status of the School operation budget; forecasting for year-end; and planning for future budgetary requirements
- Signing authority on all department operating accounts
- Maintain responsibility for school purchasing card, and keep records on all transactions
- Liaison with Department of Finance, Office of Research Finance, Faculty Finance Officer and Research Finance Compliance Officer with respect to daily operation of the unit
- Monitor status of all individual faculty research accounts in the school, and assist individual faculty members with policies and procedures relating to their individual research grants and accounts
- Assist faculty with current research accounts and future research applications
- Monitor and administer faculty overhead accounts, start-up grants and contracts

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- Regular review of all department and research expenses to ensure that all claims are consistent with UWaterloo Finance Compliance, receive and stay up-to-date with the Research Financial Compliance Review training, and assist in keeping faculty members aware of the policies and procedures relating to financial compliance
- Work closely with the Faculty Finance Officer and the Research Finance Training and Compliance Officer

Policy and Procedures resource for faculty members and Director;

- In consultation with the Dean's Office, oversee the School Promotion and Tenure procedure, responsible for school aspects of compiling the P&T package and supporting documentation in consultation with the faculty member; maintaining schedule for deadlines and meetings; and submission of the documentation
- In consultation with the Director of the school, responsible for assisting faculty members with sabbatical scheduling issues, and the sabbatical application procedures – prior to and following a sabbatical
- Responsible for term course evaluation process, compiling statistics and summary charts;
- Responsible for administrative aspects of annual Faculty Performance Review process and collection of Faculty Activity Reports and course evaluation summaries for Department FPR committee
- Liaise with WATPORT and HR in onboarding new faculty appointments

Administrative Operation of school and Maintenance of school Resources:

- Responsible for all school resources (office and administrative space, equipment purchases and maintenance, equipment bookings, telephone maintenance and records, moving procedures, etc.);
- Purchasing decisions, inventory; and allocating responsibility for school resources;
- Consult with Director on major equipment requirements for school and facilitate purchase and upgrade of computer and audio-visual equipment
- Initiate Exchange Outlook booking procedure for technical equipment (teleconference, data projection, etc.)
- Responsible for maintaining the schools website with help from the two support staff positions

Required Qualifications

Education

Postsecondary education in a discipline related to finance/accounting, management, and/or business administration, or an equivalent combination of education and experience

Experience

- 3+ year's financial and human resources experience is required.
- Unit 4 experience is preferred or other financial management software required.
- Experience with research grants and granting agency eligibility and documentation requirements is preferred
- Experience with faculty hiring, appointments, and promotion and tenure policies and procedures desirable.
- Excellent human relations skills; ability to guide and develop staff, foster constructive team relationships, and to work effectively with faculty, staff, and students
- Willingness and ability to adapt to changing administrative and financial systems; with a commitment to process improvement
- Independent judgment in time management, task prioritization and decision-making
- Proven ability to manage a large volume of work, conflicting priorities and deadlines
- Exceptional verbal and written communication skills.
- Intermediate computer literacy with Microsoft Office (Outlook, Word, Excel) and financial, human resources and payroll systems and Web content management
- Basic computer literacy utilizing Microsoft SharePoint, Quest

Knowledge/Skills/Abilities

- Proven experience managing operating budgets and experience with research grants
- Proven experience supervising staff
- Demonstrated leadership and mentoring skills
- Strong computer skills including advanced MS Excel, financial, human resources and payroll systems
- Strong analytical and problem-solving skills

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- Ability to manage multiple priorities and demands with a high level of initiative; accuracy and detail
- Excellent interpersonal and communication skills

Nature and Scope

- **Contacts:** Makes contacts on behalf of the School to obtain action, reach agreement, and negotiate: Director and Associate Directors, Faculty members in and beyond the school, School staff; senior administrative staff in the Dean's Office, including the Faculty Financial Officers and Executive Officer, Office of Research; Human Resources; Plant Operations; other key units. Externally, contacts contractors and suppliers to discuss information, orders, and problems: Travel and event arrangements, Professional organizations; conference organizers and participants
- **Level of Responsibility:** This position is the lead staff administrative position in the Department, with both department-wide and specialized functions. The position has numerous financial responsibilities, requiring detailed knowledge and application of policies and procedures. As a staff supervisor, the position requires knowledge of human resources policies, procedures, and best practices.
- **Decision-Making Authority:** Makes independent decisions on the deployment of administrative resources
- **Physical and Sensory Demands:** Typical of an office environment
- **Working Environment:** Regular working hours. Minimal exposure to disagreeable conditions typical of a supervisory position