

## Job Description

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<b>Job Title:</b>	Administrative Manager
<b>Department:</b>	Engineering Computing
<b>Reports To:</b>	Director, Engineering Computing
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 6
<b>Effective Date:</b>	December 2018

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### **Primary Purpose**

This Administrative Manager assists the Director and staff with all paperwork, business processes and access to the university Business Systems, allowing all other staff to be focused on computing related issues.

### **Key Accountabilities**

#### **Budget Planning and Control**

- Handles monthly financial reconciliation and the annual budget preparation in consultation with the Director and Associate Dean, Engineering Computing
- Contributes to the annual budget review and planning for Engineering Computing. Advises the Associate Dean, Computing and Director on matters related to expenses, financial reporting
- Analyzes details of budget, actual expenditures, encumbrances, and prepares and reviews variance analysis reports
- Processes all financial transactions including purchasing, invoices and internal transfers
- Manages software license spending by Engineering Computing for the Faculty of Engineering
- Manages project budgets ensuring RFPs are issued, approvals acquired, quotes received, vendor questions answered, deliveries scheduled, warrantee information recorded and stored for later retrieval within warrantee period and appropriate work detailed in the financial systems.
- Has signing authority on all Engineering Computing accounts
- Reviews and processes out-of-pocket expenses
- Provides guidance to others on the use of financial systems including procurement and Concur
- Assists with asset management and inventory con

#### **Other Business Processes**

- Acts as initial point of contact with vendors, external providers, and with other UW service providers such as IST, Human Resources, Key Control, Procurement, Engineering Machine Shop, Shipping, etc. The department is constantly getting quotes, acquiring new hardware, tracking down specialty parts, and shipping equipment.
- Maintains confidential human resources files for Engineering Computing staff, temporary and casual employees. Coordinates staff absences, including vacations and leaves on behalf of the Director.
- Prepares and edits communications from Engineering Computing including service outages, changes to processes, etc.
- Supports special projects and initiatives as required by the Associate Dean, Engineering Computing and Director

#### **Committee Work**

- Acts as secretary to the Engineering System Administrators Group and Engineering Computing. Duties include scheduling meetings, booking rooms, preparation of meeting materials and agendas,

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<p>catering and taking minutes as required Communicates with other Engineering Administrative Assistants at Engineering Administrative Officers meetings on administrative policies, systems and procedures, and to ensure Engineering Computing complies with the Faculty policies and procedures.</p>
<p><b>Managing Resources</b></p> <ul style="list-style-type: none"> <li>• Assists with the hiring of and supervision of co-op students assigned to the projects</li> <li>• Manages scheduling for our computer labs.</li> <li>• Maintains confidential Human Resources information for Staff (full time, temporary and contact) files including absence management, vacation scheduling, etc.</li> <li>• Manages Key Control information and requests to ensure access to our rooms by staff and our co-ops, Engineering Science Quest, etc.</li> </ul>
<p><b>Engineering Help Line and Contact with In-Person Visitors</b></p> <ul style="list-style-type: none"> <li>• Manages the Service Desk environment that serves as a location for live inquiries and routine IT-related problems.</li> <li>• Provides initial phone triage, assist with a solution, or ensure a technical person follows up and will know whom they should contact by the symptoms of the call</li> <li>• The Administrative Manager will learn to spot many common issues and often provide first line of support.</li> </ul>

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

### Required Qualifications

<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• University degree or equivalent combination of education and experience</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 3-5 years' experience working in an office environment, preferably at UW. Experience in an Engineering Faculty setting would be an asset</li> <li>• 3 years related financial experience including monitoring budget planning, forecasting, financial analysis</li> </ul>
<p><b>Knowledge/Skills/Abilities</b></p> <ul style="list-style-type: none"> <li>• Exceptional interpersonal, organizational and communication skills (oral, written and electronic).</li> <li>• Familiarity with common computer technology terms</li> <li>• Strong familiarity with electronic workplace tools (Word, Excel, Email, Scheduling)</li> <li>• Familiarity with or willingness to learn new business systems (Unit4, Workday, Concur, Engineering-specific systems)</li> <li>• Ability to learn to convey moderately technical issues to clients</li> <li>• Demonstrated problem solving abilities with the ability to identify issues and offer creative solutions</li> <li>• Strong client-service skills with a focus on providing exceptional customer services in a team environment.</li> </ul>

### Nature and Scope

- **Contacts:**
  - The other administrative assistants and resource management of Engineering for managing and applying Engineering-wide strategies, procedures and protocols

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- Procurement, Key Control, Shipping, Finance, Plant Operations to obtain services of these Academic Support units
  - IST to coordinate spending on software purchases by the Faculty of Engineering
  - Human Resources to co-ordinate staff-level issues, employment life cycles.
  - **Level of Responsibility:**
    - Assists the Director with staff and room resources. Will alert the director if notable issues arise.
    - Responsible for managing the application a departmental non-salary budget and faculty-level projects combined typically worth about \$200,000 per year, and with the Director, creation of annual budgets and project proposals.
  - **Decision-Making Authority:**
    - Responsible and accountable for the purchase, deployment, return for re-use and surplus of computing and related hardware, purchase of software and scheduling and payment for Plant Operations-related building modifications. Will make decisions an on daily-level issues relating to scheduling, staffing issues, purchasing, and finance, and refer atypical problems to the Director.
  - **Physical and Sensory Demands:**
    - Engineering Computing is a relatively small department. When significant technical issues arise, there will be a need to assist users (staff, faculty, students) who contact us. This can be a stressful time for all, and we must work as a team to work through the issues. The technical staff will address the actual problem, and the Administrative Manager will provide information and updates for affected users. Needs to be able to work independently with little supervision, and at times willingness to be part of a team.
  - **Working Environment:** Office based, typical noise. Expected to work normal operating hours in order to be the first point of contact for visitors.