

WATERLOO MATHEMATICS

Job Description Form

JOB INFORMATION			
<i>Job Title</i>	Administrative Supervisor	<i>Position ID</i>	5257
<i>Division/Department</i>	David R. Cheriton School of Computer Science		
<i>Location</i>	Main Campus		
<i>Reports to Job Title</i>	Administrative Officer	<i>Reports to Position ID</i>	1677
<i>Jobs Reporting (Job Titles and IDs)</i>	<ul style="list-style-type: none"> • Administrative Coordinators: 1644, 1740, 5501, 4477 • School Receptionist: 4037 		
<i>Full-time Equivalent</i>	100%		
<i>Effective Date</i>	January 1, 2017	Grade:	USG 7
PRIMARY PURPOSE			
<p>Accountable to the Administrative Officer for oversight of the administrative staff in the School's administrative office. Responsible for providing leadership on a number of School-wide initiatives such as School Committee support, Space Utilization, and Health and Safety. The incumbent will also be responsible for providing financial planning and monitoring of expenses related to administrative office operations.</p>			
KEY ACCOUNTABILITIES			
1	<p>Administrative leadership, including, but not limited to:</p> <ul style="list-style-type: none"> • Overseeing administrative aspects of the support required by the assigned School Committee portfolios; provides for continuity, documentation, training and resourcing as required. • Implementing recruitment, evaluation, promotion, and professional development processes for assigned staff • Implementing work schedules and managing performance, including annual performance reviews • Communication monitoring: Maintain membership on School mailing lists and SharePoint sites; act as moderator for posts to various mailing lists; provide training/guidance as needed to other staff in the School • Oversee the organization and management of events hosted by the Director of the School, including managing the budgets and ensuring execution of all details related to the event • Oversee all operational aspects of the Administrative Office: mail and mailrooms, Lounge, courier, photocopiers, telephones, printers, supplies, including managing the budgets and ensuring efficient use of the School's funds 		
2	<p>Has overall responsibility for maintaining and communicating space allocation and utilization, renovation and space-related requests within the School including, but not limited to the following activities:</p> <ul style="list-style-type: none"> • Coordinate space assignments and furnishings for graduate students, visitors, post docs and sessional instructors • Initiate maintenance requests; coordinate work with Plant Operations • Conduct the annual Space Audit and report to the Dean's Office • Work with the Assoc. Director and Administrative Officer to identify, analyze and develop a plan for future space use, including reallocation, renovations etc. • General responsibility for maintaining the non-academic common areas allocated to the School (utility rooms, mailrooms, meeting spaces, Lounge) • Independently manage space and moves within the School • Renovations and Furnishings – maintain records of renovation projects • Responsible for managing School security by overseeing both key and fob access throughout the School, and providing training and assistance to direct reports who assist with any key/fob related work • Directly manage various renovation and furnishing projects as assigned; working with Plant Operations and Purchasing to manage schedules and budgets 		
3	<p>Provide leadership at the faculty level for all matters related to Health & Safety, and acts as the School Health and Safety Coordinator, including but not limited to the following activities:</p> <ul style="list-style-type: none"> • Provide training and direction to building coordinators within the School • Has responsibility for ensuring compliance with safety regulations and record-keeping. • Identify and schedule sessions for staff in conjunction with the UW Safety Office (e.g. First Aid training) • Receive complaints/concerns about personal safety in the working environment, from the UW Safety Office, faculty and/or staff members; initiate an appropriate response mechanism; ensure incidents are recorded and reported as required. • Work collaboratively with UW Police, the Safety Office, and Counseling Services to co-ordinate and develop an action plan in emergency situations (eg. Bomb threat, tragedy, fire etc.) • Proactively recruit staff to serve as building coordinators and fire wardens • Ensure the emergency plan is kept current, due to constant building and staff changes 		

4	<p>Financial planning and support for activities associated with the School Office, including but not limited to the following activities:</p> <ul style="list-style-type: none"> • Prepare annual activity budget for all School office expenditures. Has signing authority on all non-salary operating accounts • Reconcile and monitor the School's office administrative expenses • Supervise Administrative Coordinators in the preparation of expense reimbursement claims for faculty, visitors, post docs and graduate students; ensure compliance with University policy and granting agency rules • Serve as back-up for expense reviews • Initiate financial transactions (e.g. requests for payment, invoices purchase orders etc.)
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POSITION REQUIREMENTS

<i>Education</i>	Post-secondary education required in a discipline related to management, business administration, or human resources.
<i>Experience</i>	<ul style="list-style-type: none"> • Previous administrative experience performing duties related to the above mentioned key accountabilities • Ability to adapt to changing administrative and financial systems • Excellent human relation skills, in particular, ability to guide and develop staff and foster team relationships • Independent judgment in areas of time management, task prioritization and decision-making • Ability to independently manage and monitor progress of projects (such as space/renovation projects) • Exceptional verbal and written communication ability • Experience developing and monitoring safety and emergency procedures • Experience with financial reconciliations and online purchasing systems
<i>Technical</i>	Intermediate experience with Outlook, Microsoft Word; advanced experience with Microsoft Excel, including features such as databases and pivot tables. Basic experience with SharePoint and web content management software.

NATURE AND SCOPE

<i>Interpersonal Contacts</i>	<p>Internally, makes contact with other senior administrative staff to discuss information and problems and to obtain action, reach agreement and negotiate</p> <ul style="list-style-type: none"> • Chair and Associate Chairs • Senior staff in the School office, including the Director, Assoc. Director, Administrative Officer and the Financial Officer • Safety Office staff • Human Resources • Plant Operations staff • IST • Central Stores • Finance • Creative Services • CSCF • Catering <p>Externally, makes contact with contractors and suppliers to discuss information and problems.</p> <ul style="list-style-type: none"> • Event and travel arrangements • Professional organizations • Contractors and suppliers 	
<i>Level of Responsibility</i>	<ul style="list-style-type: none"> • The job has specialized work with minimal supervision and has direct reports reporting to it • 	
<i>Decision-making Authority</i>	<ul style="list-style-type: none"> • Hiring and managing performance of assigned staff • Developing plans for future space decisions for School • Responsible for the creation, development, and implementation of goal setting and coaching plans for direct reports • Make decisions about School wide initiatives for Health & Safety, and ensuring compliance with regulations • Financial authority and judgment to eligibility and approval of non-salary expenditures 	
<i>Physical and Sensory Demands</i>	<ul style="list-style-type: none"> • Minimal demands typical of an administrative position within an office environment 	
<i>Working Environment</i>	<i>Travel</i>	<ul style="list-style-type: none"> • None
	<i>Working Hours</i>	<ul style="list-style-type: none"> • Regular working hours, evening work required on average 2 days/year
	<i>Risks – physical and psychological</i>	<p>Physical risks</p> <ul style="list-style-type: none"> • No significant risks <p>Psychological risks</p>

		<ul style="list-style-type: none"> • Minimal exposure to disagreeable conditions typical of a supervisory role • Deprivation caused by lack of privacy and constant interruptions
<i>APPROVED BY</i>		
<i>USG GRADE</i>	USG 7	

Title