CLASSIFICATION DESCRIPTION TITLE: SENIOR ADMINISTRATOR

FLSA STATUS: Exempt

CLASSIFICATION SUMMARY: Responsible for directing the operations of a primary department or campus. Responsibilities include participating in strategic planning and goal-setting; collaborating with management teams to develop and adjust programs and services; developing budgets and allocating resources; providing leadership as both a representative of the management team and technical expert in area managed; implementing and adjusting programs and services to ensure college goals and objectives.

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

1. Directs the activities of the department to include overseeing the development and administration of policies, procedures, programs, goals and objectives.

2. Performs planning for long-term goals and objectives; interprets assessments and needs and establishes related objectives.

3. Provides leadership and direction for department by serving on a management team and participating in staff, student events, activities, and recognition programs.

4. Develops partnerships with other internal departments, the community, and external agencies to examine program needs regarding information technology, the development of programs, and the evaluation of department operations.

5. Performs supervision and evaluation of personnel; assists with discipline and conflict resolution; may participate in recruitment, hiring, and training.

6. Oversees the administration and management of a program and/or service budget including allocating resources and approving expenditures; reviews staff requests and prioritizes or adjusts allocations as needed.

7. Performs other duties as assigned.
### Training and Experience (positions in this class typically require):
Master’s Degree and six years progressively responsible experience related to area managed, including four years management and/or administrative experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### Licensing Requirements (positions in this class typically require):
Licensing Requirements (*legally required*):
Some positions may require:
- Licensure related to the area managed.

### Knowledge (position requirements at entry):
Knowledge of:
- Management principles;
- Public administration and governmental operations;
- Accounting and financial management principles;
- Applicable theories and principles related to area of assignment;
- Strategy development principles and procedures;
- Applicable federal, state, and local laws, rules, and regulations;
- Program development and administration principles and practices;
- Project management principles;
- Public relations principles.
Skills (position requirements at entry):

Skill in:
- Monitoring and evaluating employees;
- Prioritizing and assigning work;
- Providing leadership;
- Using computers and related software applications;
- Managing projects;
- Managing multiple priorities simultaneously;
- Speaking in public;
- Analyzing and developing policies and procedures;
- Ensuring compliance with applicable Federal, state, and local rules and regulations;
- Interpreting and applying applicable laws, rules, and regulations;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;
- Resolving conflict;
- Preparing and administering budgets;
- Managing change and sensitive topics;
- Planning, analyzing, and evaluating programs and services, operational needs, and fiscal constraints;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class typically require: 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 classification 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:
Date created: (08/08/2007)
HARRISBURG AREA COMMUNITY COLLEGE
CLASSIFICATION DESCRIPTION

CLASSIFICATION DESCRIPTION TITLE: SENIOR ADMINISTRATOR

_____________________________________ ______________________________
Signature of Employee    Date

_____________________________________ ______________________________
Signature of Supervisor    Date

4