

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Administrative Officer	SALARY GRADE:	HU-14
DATE REVISED:	December 1, 2014	EEO CODE:	01
JOB CODE:	2402	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes]

BASIC FUNCTION: Under direction, performs professional, journey-level administrative work involving moderate responsibility, complexity and variety. Performs administrative, research and technical duties related to one or more of the following: human resources, budgeting, purchasing, management analysis, property management or other related areas of administrative management.

SUPERVISORY ACCOUNTABILITY: Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.

NATURE AND SCOPE: Internal contacts include administrators, faculty, staff and students of the department and the University. External contacts include vendors, contractors, visitors and the general public.

PRINCIPAL ACCOUNTABILITIES: Participates in budget preparation. Analyzes past revenues and expenditure, program requirements and coordinates staff recommendations and management directives to aid in developing budget requests and supporting documentation for work units. May assist in preparing budget for larger, more complex programs and work units.

Initiates routing administrative procedures to monitor and control expenditures for programs and/or small work units. Monitors revenues and expenditures. Estimates revenues and expenditure for fiscal year. Recommends reallocation of funds and other actions to stay within budget. Assists in monitoring budget for large, more complex programs and work units.

Participates in development of policies and procedures for controlling routine purchasing through bids, purchase orders and petty cash in accordance with general policy and needs of the University.

Reviews and recommends approval of bids, purchase orders and petty cash receipts to ensure compliance with University policies and procedures. Monitors performance of vendors and contractors. Recommends approval of payments to vendors and contractors if all requirements have been met. Assists in controlling larger, more complex purchases.

Performs research related to human resource management and general management policies, procedures, practices and equipment. Review technical literature, interview managers and employees, meets with vendors and conducts

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surveys. Evaluates current and proposed systems. Estimates cost of management alternatives. Drafts new policies and procedures. Writes reports. Assists in conducting larger, more complex management studies.

Writes administrative policies, procedures and manuals. Conducts training courses on administrative policies and procedures. Gives technical assistance to staff on administrative assignments.

Reviews personnel recommendations, purchase orders, contracts, service requests and other administrative documents to ensure compliance with University policies and procedures. Coordinates corrective action as necessary.

Participates in recruitment and hiring of job applicants. Explains human resource policies and procedures to applicants and employees. Participates in developing and administering training programs.

Conducts work unit orientation sessions for new employees to explain departmental rules, procedures and practices. Completes paperwork and coordinates with other University offices to process personnel recommendations for work unit.

Operates microcomputer with user-friendly software. Enters data (e.g., budget, purchasing). Performs statistical analyses (e.g., means, correlations, regression). Designs tables and graphs. Prints reports.

Writes sections of general administrative manuals, reports and documents. Initiates requests for and coordinates input from other staff for specialized reports, reviews materials and prepares final report.

Assigns and monitors work of administrative support staff within department. Establishes standards, policies and procedures to ensure proper maintenance of office files and general administrative management

Performs other job related duties as assigned.

CORE COMPETENCIES: Considerable knowledge of administrative practices and procedures, budgeting, purchasing and statistical analysis.

Skill in the operation of computers, related software applications and standard office equipment, in a timely accurate and efficient manner.

Good communication skills, with competence in both oral and written English.

Ability to plan, organize, coordinate and supervise the work of others, as required. Ability to devise solutions to administrative problems.

Ability to maintain the confidentiality of information.

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Ability to establish and maintain effective and harmonious relations with students, faculty, staff, University officials and the general public.

MINIMUM

REQUIREMENTS:

Bachelor's degree in business administration or related field and 7-10 years of progressively responsible professional administrative experience. 14 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation & Performance Management