

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2010**

ADMINISTRATION SUPPORT MANAGER

FLSA STATUS: EXEMPT – PAY GRADE: 19 – C

GENERAL STATEMENT OF JOB

This position is responsible for the efficient management of the day-to-day operations of the office of the Vice President of Administration and delegated duties in support of the reporting departments. A person in this position facilitates the Board agenda development and review process for all recommendations proposed by Administration departments and ensures the accuracy and timeliness of the agenda items. This position also facilitates and coordinates all processes related to collective bargaining agreements in general and the faithful implementation of collective bargaining agreements for College employees whose work is located away from Duval and Nassau counties.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Perform as a generalist using broad knowledge and experience to review and provide guidance to department managers in the areas of process, operations and system flow.

Maintain office calendars and meeting schedules as well as the daily, weekly and monthly work plan of the office.

Schedule meetings as requested. Maintain up-to-date minutes and notes of meetings and committees.

Develop a positive employee and labor relations climate in an environment that has union and non-union site location employees.

In coordination with the Employment Manager, this position will be responsible for the advertisement and recruitment of positions pursuant to collective bargaining agreements on federal enclaves.

Provide day-to-day guidance regarding issues involving collective bargaining agreement grievance resolution and other labor relations functions in collaboration with the Executive Director of Employee Relations. Establish and maintain files and tracking systems for all grievances brought pursuant to the collective bargaining agreements.

Perform investigative research and special projects research and prepare reports, documents and related materials for the supervisor and other department personnel related to college administration.

Serves as senior records maintenance liaison for all departments within the Vice President of Administration's organization chart.

Maintains the budget for the office of the Vice President of Administration and manages all functions related to travel, supplies, meeting expenses, etc.

Communicate and coordinate with all levels of college personnel, as appropriate.

Responsible for other duties as may be assigned.

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SUPERVISION RECEIVED

Supervision is received from the Vice President of Administration.

SUPERVISION EXERCISED

Supervision is exercised over part-time clerical and student workers as assigned.

MINIMUM QUALIFICATIONS

A high school diploma or high school equivalency supplemented by a minimum of five (5) years of related experience.

PREFERRED QUALIFICATIONS

A bachelor's degree from an accredited college or university supplemented by three (3) or more years of related experience in executive level support. Experience with the administration of collective bargaining agreements preferred. Must have effective written and verbal communications skills.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

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Form/Spatial Aptitude: Requires the ability to visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 7/13