

**Family: Clinical & Health Services**

**Level: AM3**

**Position Profile Title: Administrator 3-Health**

Salary Grade	Minimum	Midpoint	Maximum
6	\$60,288	\$82,860	\$105,420

**PROFILE SUMMARY:**

Positions in this job profile perform supervisory and managerial work within a limited subset of health and wellness prevention programs and services. Duties performed include developing, implementing, and evaluating short and long-range goals and objectives. Employees develop, implement, and enforce plans, policies, procedures, systems, programs, and performance standards. They participate in strategic planning efforts as part of the management team. They determine resource needs and priorities and make recommendations to executive management. They determine training needs and make appropriate arrangements for provision of training.

**DISTINGUISHING CHARACTERISTICS:**

The Administrator 3-Health is the supervisory and managerial responsibilities for a limited subset of a program or unit within health and wellness promotion and prevention services for the university. Positions direct the operations of a program that is a subset of a department, unit, or center. Positions participate in the development of the overall division, department or center strategic vision and budget.

**PRIMARY POSITION RESPONSIBILITIES:**

1. Oversees and directs the daily operations of a program for a health promotion and prevention department or center, including development and implementation of long and short terms goals, budget, policies, procedures and assessment.
2. Supervision including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews of employees including classified and/or professional faculty.
3. Participates in the departmental management and advisory teams to provide input and assist in the overall department, unit, or center budget and strategy.
4. Ensures compliance with university policy, state and federal laws and regulations, and industry standards.
5. Serves as a subject matter expert to promote and develop the mission and strategies including development of support services for internal and external stakeholders to provide information, training and resources that assist them with short and long term support.
6. Develops and maintains relationships with internal and external stakeholders and partners to provide referral and direct care services to students.

**PROBLEM-SOLVING AND DECISION-MAKING:**

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have significant, broad implications for the management and operations of a division/entire organization; contributes to decisions on the overall strategy and direction of the entire organization.

Decisions impact:

- Entire University
- Functions across the University
- Department



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- Direct team
- Student/Parents
- Other External Agencies and Institutions

**ACCOUNTABILITY:**

Results are defined by department leadership and division and university mission, vision, and strategies. Incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Supervises work of classified or unclassified employees, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity. Has responsibility for making decisions on hiring, termination and pay adjustments.

Develops and approves program budget and exceptions to program budget. Assists in the development of the department, unit, or center overall budget.

**RELATIONSHIPS WITH OTHERS:**

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

**TYPICAL REQUIREMENTS:**

Master's degree in Health Education, Counseling, or similar social or behavioral science field.

3 years of professional experience working in prevention and/or wellness/health promotion.

**DISCLAIMER:**

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.