

Job Title	Administrator I
Job Code	
Exempt Status	Exempt * Exemption may be subject to applicable salary requirements from the Department of Labor
Position Status	
EEO Classification	

Job Summary

Works under direction and performs highly complex work planning, directing, and coordinating services directly related to management or general business operations to include the exercise of discretion and independent judgement with respect to matters of significance.

Essential Duties and Responsibilities

- Performs of a variety of technical, training, research, planning, policy, program assessment, and administrative activities.
- Administers and manages program. Provides consultative services and technical assistance in planning, implementation, and monitoring of program.
- Prepares, identify, collect, analyze, and report data. May develops and maintain financial accounts budget documents.
- Analyzes and studies internal processes and operations and recommends and implements procedural or policy changes.
- Monitors, reviews, and evaluates compliance with projects, program policies and procedures, statutes, and rules.
- Prepares comprehensive reviews of budget, grants, literature, statutes, rules, policies, reports, studies, and specialized projects.
- Plans and coordinates policies for activities, and assists in interpreting and ensuring compliance with federal, state, and local laws, rules, and regulations.
- Plans, conducts, and/or coordinates workshops and training programs.
- Prepares and reviews the preparation and review of operational and special reports.
- May develop regulations and procedures.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor’s degree in applicable field or equivalent combination of education and experience.

Experience – Seven years of related experience.

Knowledge of – local, state, and federal laws related to the program area.

Ability to – Ability to multitask and work cooperatively with others. Strong verbal and written communication skills. Strong interpersonal, organizational, and planning skills. Ability to present information clearly and concisely. Ability to comprehend and interpret policies and procedures.

Licensing / Professional Certification – None.

Physical Requirements –

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally does not supervise employees.

Other Requirements