

<b>GEORGETOWN UNIVERSITY</b>	PIN: 15XXX
<b>POSITION DESCRIPTION</b>	Date: June 2000
Please check one: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Updated for files only	

**A. General Information:**

Name of Incumbent: <b>Jesse James</b>
Class Code: <b>1316</b>   Departmental Position Title: <b>Administrator</b>
Supervisor (Name, Title and Phone): <b>Department Chair</b>
Home Dept.#: 8199   Dept. Name: <b>Astrophysics &amp; Nanotechnology</b>
Cost Center(s): <b>GD 8199 XXXX</b>
Is this a Term position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   If Yes, Exp. Date:
Number of months per year: <b>12</b>   Number of hours per week: <b>40</b>

**B. Position Summary:** *This should explain why the position exists.*

Example: The Administrator plans and coordinates the budgeting activities and administrative tasks of the department in accordance with established University policies, procedures, and guidelines. Recommends changes to improve operations. Communicates with faculty, staff, students, and vendors to ensure departmental business matters are handled appropriately and in a timely manner. Relies on experience and good judgment to plan and accomplish goals. Performs a wide variety of tasks. May lead and direct the work of others. Reports to the department chair.

**C. Organizational Characteristics:** *Describe the nature of the role this position plays in the organizational unit.*

Attach organizational chart.

Example: Reports directly to the department chair. Supervises administrative assistants and student workers.

**D. Principal Accountabilities:**

*List each accountability and indicate percentage of effort (time) required. Percentages must equal 100%. You must indicate whether an accountability is Essential (E) or Non-Essential (NE) for Americans with Disabilities Act purposes.*

1. (50 %) <input checked="" type="checkbox"/> E <input type="checkbox"/> NE	Example: Manages the departmental budget, analyzing expenditures, salaries, and distribution of departmental resources in accordance with established guidelines. Makes recommendations to the chair based on extensive analysis.
2. (30 %) <input checked="" type="checkbox"/> E <input type="checkbox"/> NE	Example: Oversees the performance of administrative tasks by administrative assistants, including but not limited to the ordering of supplies and general management of office resources.
3. (20 %) <input checked="" type="checkbox"/> E <input type="checkbox"/> NE	Example: Completes special projects and other duties as assigned.
4. ( %) <input type="checkbox"/> E <input type="checkbox"/> NE	
5. ( %) <input type="checkbox"/> E <input type="checkbox"/> NE	

**E. Dimensions:**

Number of Persons Supervised:	Direct: 3	Indirect:
Number of Students Supervised:	Direct: 5	Indirect:

**Leadership:** *Check the most descriptive statement for the job as a whole.*

- 1) “Work/Project Leader”: answers general questions and provides assistance; maintains assignment completion schedules; performs the same tasks as others.
- 2) “Team Leader”: advises and directs the teams; answers complex questions functioning as an expert resource; maintains assignment completion schedules. Performs the same and higher level tasks.
- 3) Supervisor: participates in the selection process of new employees; assists with performance appraisals; disciplinary problems are referred to a higher level. Performs similar and higher level tasks.
- 4) Supervisor: solely responsible for hire/fire decisions; performance appraisals; employee training and development; handles disciplinary problems. **This person will be evaluated on these decisions.**
- 5) Supervisor: responsible for multiple units or areas, each with supervisors who have hire/fire authority.
- 6) Not applicable to this position.

**Complexity of Work:** *Check the most descriptive statement*

- 1) Routine: Primarily deals in one singularly directed functional area. Awareness of related areas is not significant.
- 2) Semi-complex: Requires some integration of different but relatively similar bodies of knowledge and/or functions. Some analytical ability becomes prevalent.
- 3) Complex: Functions differ significantly from each other or a major function is broad and requires integration of differing complicated bodies of knowledge. Analytical ability is clearly required.
- 4) Very Complex: Involves complicated bodies of knowledge/functions that differ substantially from each other.

**Freedom of Action:** *Check the most descriptive statement*

- 1) Close Supervision: Detailed instruction given; close and complete review of work.
- 2) General Supervision: Proceeds on regular tasks, referring questionable situations to supervisor.
- 3) Very General Supervision: Resolves most questions, accomplishes most tasks without guidance.
- 4) Little Guidance: Performs complex functions, establishes priorities, resolves issues, rarely refers to supervisor.
- 5) Plans, develops, and implements functions/projects for functional unit(s) or team(s).
- 6) Other (explain):

**Impact:** *Describe who/what could be positively or negatively affected by this position; potential impact of errors and decisions.*

Example: Improper or inadequate analysis and/or processing of budget matters could have a temporary yet negative impact on the department.

**Interactions:** *Give example(s) of type of interactions*

Example: University faculty, staff, and students within and outside of the department, as well as prospective students and outside vendors.

**Fiscal Responsibility:** *Budget responsibilities (creation or disposition) or salary dollars and capital inventory affected.*

Manages department budget of more than \$3 million

**Physical Working Conditions:** *Describe physical environment, lifting, walking, fumes, odors, etc.*

**F. Minimum Qualifications:**

Academic Level: <input type="checkbox"/> High School <input type="checkbox"/> College <input checked="" type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate
Degree Program (list):
Practical Experience (years needed and type required):  Example: Two to three years of office management and/or budget management in an academic setting.
Technical Qualifications or Specialized Certification:
Other Skills:

**G. Additional Information About this Position:**

*Supplementary information as applicable. List responsibilities that have changed since the last position description was done, or reasoning behind creating a new position. List all special skills required, characterized as mandatory or desired.*

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**H. Signatures:**

Incumbent:
Supervisor:
Dept. Head or Authorizing:

**Attach Organizational Chart**