

	Prior 11/14/2007	After 11/14/2007
Class Code:	9454	9454
Title:	Director Information/Publications Services	Executive Administrative Assistant
Pay Grade:	N/A	N/A
Pay Band:	N/A	Administrative/Managerial
FLSA:	Exempt	Exempt

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: Executive Administrative Assistant

Job Summary:

This is work responsible to and reports to a Chief of Staff, Vice President, or appropriate administrator. Responsible for interpreting administrative and fiscal rules and policies, for recommending new and improved programs, services, and functions, and for effectively managing administrative and fiscal administration of the department/unit.

Example description of duties (not all inclusive):

Responsible for managing the administrative and fiscal operations which may include the areas of purchasing, personnel, contracting services, and property control.

Assist University President and other administrators and groups in resolving specific administrative and fiscal problems and in disseminating information in regard to University rules, policies, and contracts.

Designs, develops, and conducts special studies in the assigned areas of administrative and fiscal operations. Collects and analyzes data as appropriate.

Prepares and administers operating budgets.

Serves as liaison between the department/unit and other departments/units.

Minimum Qualification Requirements:

Master's degree in an appropriate area of specialization and one year of appropriate experience; or a bachelor's degree in an appropriate area of specialization and three years of appropriate experience.