

	Prior 7/1/2004	After 7/1/2004
Class Code:	0715	0715
Title:	Sr. Administrative Assistant	Executive Specialist
Pay Grade:	26	N/A
Pay Band:	N/A	Office/Program Support
FLSA:	Exempt	Exempt

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: Executive Specialist

Job Summary:

This is work implementing and maintaining administrative policies, procedures, and/or programs for UWF.

Example description of duties (not all inclusive):

Administers in Human Resources and Payroll processes.

Coordinates the collection, analyses, compilation, and submission of information resource management data for reporting.

Coordinates academic course assignments and course scheduling with faculty, Academic Affairs, Registrar's Office, and other related offices.

Recommends policy for program operations and advises faculty/administrators in the unit regarding interpretations, applications, and implementation of new or revised rules, policies, and procedures.

Negotiates contracts for a variety of services.

Assists with development and justification of operating budget requests and approves subsequent expenditures. Manages budget including salary, expense, operating capital, and other funds, and projects budgetary needs. Maintains financial records for the unit, providing periodic reports and advising on emergency needs.

Composes, edits, and coordinates departmental correspondence and prepares agendas and makes arrangements for committee, board, and other meetings, special event activities and attends departmental meetings and various university-wide committee meetings.

Prepares invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, and/or presentation software.

Researches and gathers information to assist in developing speeches and reports.

Plans and arranges official social functions, meetings, conferences, and other events and records minutes.

Performs a variety of highly sensitive and confidential duties and maintains confidential files. Coordinates internal and external contracts and communications.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

Minimum Qualification Requirements:

A high school diploma and eight years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.