



Administration Job Family: **Administrator Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA.***

GENERIC JOB PROFILE SUMMARIES

Administrator II INDIVIDUAL CONTRIBUTOR	Administrator III INDIVIDUAL CONTRIBUTOR	Administrator IV INDIVIDUAL CONTRIBUTOR	Administrator V MANAGEMENT	Administrator VI MANAGEMENT	Administrator VII MANAGEMENT
Typical Budget: Up to \$1.5M Typical Department/Unit Size: Small Department	Typical Budget: From \$2M up to \$5M Typical Department /Unit Size: Mid-size Department(s)	Typical Budget: From \$6M up to \$10M Typical Department /Unit Size: Moderately large department or center on and/or off campus	Typical Budget: From \$6M up to \$10M Typical Department /Unit Size: Moderately large department or center on and/or off campus	Typical Budget: Above \$10M Typical Department /Unit Size: Large complex department(s) or a center on and/or off campus	Typical Budget: Responsible for entire College/Unit Typical Department /Unit Size: Responsible for entire College/Unit
Responsible for business and administrative operations.	Administer business and administrative operations typically encompassing a variety of funding sources.	Manages the effective business and administrative operations, such as Finance, Budget, Planning, HR, Information Systems, and Facilities encompassing a broad and complex variety of funding sources.	Manages and shapes the effective business and administrative operations such as Finance, Budget, Planning, HR, Information Systems, and Facilities, encompassing a broad and highly complex variety of funding sources and staff.	Partners with Dean /VP or Director in the strategic development, direction and implementation of business operations such as Finance, Budget, Planning, HR, Information Systems, and Facilities encompassing a broad and highly complex variety of funding sources and staff.	Reports directly to a Dean /VP or Director to deliver strategic development, shape direction and implementation affecting all business operations including Finance, Budget, Planning, HR, Information Systems, and Facilities encompassing a broad and highly complex variety of funding sources and staff.
Review department data and may recommend modifications to operations as indicated by findings for departmental success.	Review department data and recommend modifications to operations as indicated by findings for departmental success.	Analyze department data and recommend modifications to operations as indicated by findings for departmental success.	Plan, manage and review department data and recommend modifications to operations as indicated by findings for departmental success.	Plan and direct department data and implement modifications to operations as indicated by findings to align with objectives.	Develop and implement college/unit short and long range strategies to align with college/unit and University objectives.

Administrator II INDIVIDUAL CONTRIBUTOR	Administrator III INDIVIDUAL CONTRIBUTOR	Administrator IV INDIVIDUAL CONTRIBUTOR	Administrator V MANAGEMENT	Administrator VI MANAGEMENT	Administrator VII MANAGEMENT
Monitor and resolve expenditures to stay within budget; oversee department financial accounts; prepare financial reports.	Prepare department operating budget; responsible for financial reports and projects for department.	Develop departmental budget, exercises control over expenditures; executes appropriate transaction authority; oversee preparation of financial reports and projects for department.	Develop and/or manage departmental budget; exercise management and control over expenditures; execute and delegate appropriate transaction authority; manage preparation of financial reports and projects for department; prepare short and long range planning and forecasts.	Develop and/or manage departmental budget and financial policies and procedures, exercise management and control over expenditures; execute and delegate appropriate transaction authority; develop long range forecasts and financial reports and oversee projects for department.	Develop and implement college/unit budget and financial policies and procedures, manage and control expenditures; delegate appropriate transaction authority; develop and implement long range forecasts and direct short and long term project planning and allocation.
Interpret and apply University policies, practices and procedures to address somewhat complex issues; refers moderately complex situations to supervisor.	Interpret and implement University policies, practices and procedures to address moderately complex issues; referring complex situations to supervisor.	Interpret and implement University policies, practices and procedures to address complex issues; may recommend changes and refer highly complex situations to college/unit leadership.	Interpret and implement University policies, practices and procedures to address complex issues; recommend changes and refer highly complex situations to college/unit leadership.	Interpret and implement University policies, practices and procedures to address complex issues; recommend changes and assist in policy development referring highly complex situations to college/unit leadership.	Develop and implement University policies, practices and procedures to address issues in partnership with University Leadership.
May assign, review, and supervise staff positions and work.	Assign, review, and supervise staff positions and work; partner with HR in hiring, salary, disciplinary actions and terminations.	Assign, review, and supervise staff positions and work; partner with HR in hiring, salary, disciplinary actions and terminations.	Plans departmental staffing levels; plan, assign, review, and supervise staff positions and work; partner with HR in hiring, salary, disciplinary actions and terminations.	Plans departmental staffing levels; plan, assign, review, and supervise staff positions and work; oversee HR activities such as: hiring, salary, disciplinary actions and terminations.	Provides direction for HR strategies and activities such as: staffing, reductions, hiring, compensation, disciplinary actions and terminations.
Act as the liaison for the maintenance, repair, and inventory of equipment and facilities.	Ensure the maintenance, repair, and inventory of equipment and facilities; report expenditures on departmental physical plant, use and allocation of space/ construction.	Manage the maintenance, repair, and inventory of equipment and facilities; determine space needs; oversee reporting of expenditures on departmental physical plant, use and allocation of space/ construction.	Oversee the planning and design of renovations/ maintenance projects; determine space needs; oversee reporting of expenditures on departmental physical plant, use and allocation of space/ construction.	Oversee the planning and design of renovations/ maintenance projects; determine and prioritize space needs; directs financial management of renovations, construction, remodeling, and repairs for facilities.	Overall responsible for the planning and design of renovations/ maintenance projects; prioritize space needs; directs financial management of renovations, construction, remodeling, and repairs for facilities.

Administrator II INDIVIDUAL CONTRIBUTOR	Administrator III INDIVIDUAL CONTRIBUTOR	Administrator IV INDIVIDUAL CONTRIBUTOR	Administrator V MANAGEMENT	Administrator VI MANAGEMENT	Administrator VII MANAGEMENT
Plan administrative activities surrounding program development delivery, evaluation and accreditation efforts.	Plan departmental administrative activities surrounding program development delivery, evaluation and accreditation efforts.	Develop and implement departmental administrative activities surrounding program development delivery, evaluation and accreditation efforts.	Develop, plan and manage departmental administrative activities surrounding program development delivery, evaluation and accreditation efforts.	Develop and direct implementation of operating strategies, future program activities and accreditation efforts.	Develop and direct implementation of operating strategies, future program activities and accreditation efforts for the college/unit.
Assist principal investigators in the development of grant and contract proposals.	Assist in the preparation of grant and contract proposals and ensures related compliance; prepare grant and special project budgets.	Partner with principal investigators to prepare grant and contract proposals and ensure related compliance; prepare grant and special project budgets.	Partner with principal investigators to manage and execute the preparation of grant and contract proposals and ensure related compliance; manage and ensure preparation of grant and special project budgets.	Partner with principal investigators to direct the preparation of grant and contract proposals and ensure related compliance; manage and ensure preparation of grant and special project budgets.	Partner with principal investigators to direct resolution of grant and contract issues and promotes related compliance.
Stay abreast of the changing administrative environment, including new compliance requirements & new technologies developed for colleges and universities; provide continuity and history for department.	Stay abreast of the changing administrative environment, including new compliance requirements & new technologies developed for colleges and universities; provide continuity and history for department.	Stay abreast and ensure the changing administrative environment, including new compliance requirements & new technologies developed for colleges and universities; provide continuity and history for department.	Manage the administrative environment, including new compliance requirements & new technologies developed for colleges and universities; provide continuity and history for department.	Direct the administrative environment, including new compliance requirements & new technologies developed for colleges and universities; provide continuity and history for department.	Responsible for the overall implementation of the administrative environment, including new compliance requirements & new technologies developed for colleges and universities; provide continuity and history for department.
Prepare department communications and/or public relations efforts.	Lead and prepare department communications and public relations efforts.	Develop and plan department communications and public relations efforts.	Develop, plan and manage department communications and public relations efforts.	Develop, plan and manage department communications and public relations efforts.	Develop, plan and implement overall college/unit communications and public relations efforts.
Coordinate and foster partnership with Business Service Center/ Financial Transaction Center for appropriate departmental transaction processing.	Establish and coordinate partnership with Business Service Center/ Financial Transaction Center for appropriate departmental transaction processing.	Establish partnership with Business Service Center/ Financial Transaction Center to ensure appropriate departmental transaction processing.	Establish partnership and policies and procedures with Business Service Center/ Financial Transaction Center to ensure appropriate departmental transaction processing.	Establish partnership and policies and procedures with Business Service Center/ Financial Transaction Center to ensure appropriate departmental transaction processing.	Direct and oversee the partnership, development and implementation of policies and procedures within the Business Service Center/ Financial Transaction Center.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10019 ADMINISTRATOR II, BAND E	10020 ADMINISTRATOR III, BAND F	10021 ADMINISTRATOR IV, BAND G	10022 ADMINISTRATOR V, BAND G	10023 ADMINISTRATOR VI, BAND H	10024 ADMINISTRATOR VII, BAND I
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Associate's degree and 2 to 4 years of relevant experience or equivalent combination	Bachelor's degree and 3 to 5 years of relevant experience or equivalent combination	Bachelor's degree and 5 to 7 years of relevant experience or equivalent combination	Bachelor's degree and 5 to 7 years of relevant experience or equivalent combination	Master's degree and 5 to 7 years of relevant experience or equivalent combination	Master's degree and 7 to 10 years of relevant experience or equivalent combination
IMPACT	Moderate impact	Moderate impact	Moderate impact	Substantial impact	Substantial impact	Significant impact
CONTACTS - INSIDE	Provide guidance to others Coordinate activities	Provide guidance to others Coordinate activities	Provide guidance to others Coordinate activities	Coordinate major activities Persuade others to take particular course of action	High-level interaction Involved in diverse and highly sensitive or confidential activities	High-level interaction Involved in diverse and highly sensitive or confidential activities
CONTACTS - OUTSIDE	Provide information that exists within pre-established documents or programs	Provide information that exists within pre-established documents or programs	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Provide/receive guidance, advice or information that must be analyzed and developed by the position
CONTACTS - STUDENTS	Frequent contact to provide information and instruction	Frequent contact to provide information and instruction	Frequent contact to provide information and instruction	Occasional contact to provide information and instruction	Limited contact	Limited contact

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SUPERVISION	May provide day-to-day supervision to employees within the department	May provide day-to-day supervision to employees within the department	May provide day-to-day supervision to other supervisors	Provide supervisory direction to other supervisors	Provide supervisory direction to other supervisors	Provide supervisory direction to other managers
COMPLEXITY	Frequently adapt, combine, or make improvements to services, products, processes, & programs. Work requires reasoning skills and judgment	Frequently adapt, combine, or make improvements to services, products, processes, & programs. Work requires reasoning skills and judgment	Occasionally required to develop new innovative solutions, services, products, processes, & programs. Work requires sophisticated reasoning skills	Occasionally required to develop new innovative solutions, services, products, processes, & programs. Work requires sophisticated reasoning skills	Occasionally required to develop new innovative solutions, services, products, processes, & programs. Work requires sophisticated reasoning skills	Continually required to develop new innovative solutions, services, products, processes, & programs. Work requires conceptual and imaginative thinking in a highly complex and unchartered environment
LEVEL OF DECISION MAKING	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for making decisions regarding policy-setting, research, planning, or students	Responsible for making decisions regarding policy-setting, research, planning, or students	Responsible for making decisions regarding policy-setting, research, planning, or students
FREEDOM OF ACTION	General supervision Some interpretation of established work policies and procedures is required	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Little direct supervision Considerable latitude for exercising judgment and self-direction	Little direct supervision Considerable latitude for exercising judgment and self-direction
EFFECT OF DECISION MAKING	Directly effects multiple functional areas Limited effect on students and employees	Directly effects entire department Moderate effect on students and employees	Directly effects entire department Moderate effect on students and employees	Directly effects entire department Moderate effect on students and employees	Directly affect entire college or school administrative unit Critical effect on students and employees	Directly affect entire college or school administrative unit Critical effect on students and employees

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WORKING CONDITIONS	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.