

# BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

## POSITION DESCRIPTION

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**POSITION:** ADMINISTRATIVE MANAGER

**DEPARTMENT:** Aerospace and Technology Campus/BCIT Marine Campus,  
School of Transportation

**REPORTS TO:** Associate Dean, Aerospace/Marine

**DATED:** November 2010

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### POSITION SUMMARY

Reporting to the Associate Dean, and receiving functional direction from the Operations Manager, the Administrative Manager, as a member of the educational operating unit management team, is responsible for planning, organizing, implementing and supervising financial, administrative and support services provided to the Associate Dean, faculty, staff and students at the satellite campus, in accordance with Institute standards and congruent with the overall Institute mission. Works with the School Operations Manager on the development of the campus annual operating budget and the campus operational plan, including budget projections and recommendations.

### SPECIFIC ACCOUNTABILITIES

#### Financial Management

- Coordinates the development of business plans for new program initiatives, learning partnership activities, special events supporting the Institute's strategic directions.
- Ensures control of and accurate reporting on the campus budgets.
- Ensures appropriate signing authority for all operating and accounts for the campus.
- Monitors purchasing and accounting practices to ensure adherence to Institute policies, practices, and procedures.
- Coordinates, administers and maintains the campus capital equipment list, ensures documents are processed, approves all requisitions and acquisitions, and prepares variance reports as required.
- Prepares Industry Services course and program costing, contracts and invoices.
- Initiates regular budget meetings with the Associate Dean.

#### Human Resource Management

As advisor to the campus operating unit, ensures that all staffing issues are actioned and handled in compliance with Institute policies and collective agreements including:

- Ensures that the Associate Dean, Chief Instructors and Support staff are advised on current personnel issues and changes in policy and procedures and that documentation is maintained and approved in compliance with institute policies and collective agreements.
- Responsible for overseeing the performance and development of Support Staff. Provides direction, establishes employee development programs and coaching/mentoring practices that promote individual and team competencies, productivity and customer focused solutions.
- Ensures that performance reviews and appraisals are scheduled and comply with collective agreements.

- Oversees attendance recording and attendance awareness program are administered, maintained, documented, and approved according to Institute policy.
- Manages and coordinates new staff orientation on administrative and operating procedures.
- Ensures that recruitment activities for all positions within the unit, comply either with the collective agreements or management terms and conditions of employment, including reviewing and approval of e-hire requisitions.
- Ensures that job descriptions for all positions within the unit are maintained.
- Manages the administrative detail of support and instructional staff related to development activity, leaves, cessation of employment etc.
- Promotes and coordinates personal and professional development opportunities for support staff.
- Manages all aspects of the recruitment process for support staff positions; coordinates all aspects of the recruitment process for Instructor positions.
- Supervises campus support staff.
- Approves and coordinates the support staff annual vacation schedule, payouts, special leaves, transfers and emergency recruitment, as required.
- Ensures that campus first aid staff scheduling is in place and that first aid certification is kept up to date and meets Institute and WCB policies.

### Leadership

As a role model the Administrative Manager assists in the establishment and maintenance of an environment that promotes positive communication, diversity, and respect and establishes the standards of practice for members of the satellite campus. Responsibilities include:

- Ensures faculty and staff have all pertinent information regarding office facilities, classroom, laboratory space and administrative procedures.
- Assists Associate Dean to foster productive relationships with internal and external stakeholders (ie. Program Advisory Committees, Regulatory Bodies etc.)
- Participates in campus, school and Institute committees.
- Acts as a resource to advisory committee chairpersons as required.
- Assists in the preparation of management bargaining proposals and strategies, may sit as a member of the Management Bargaining team and/or Labour Management committee.
- The position may take on leadership roles in assigned special projects.

### Policies and Procedures

- Provides advice and assistance with respect to administrative processes and procedures by ensuring compliance with applicable Institute practices and policies and collective agreements.
- Ensures that all administrative procedures and processes are documented, maintained and accessible in the operating unit 'Policies and Procedures Manuals'.
- In addition to the Associate Dean, represents management at the campus quality assurance committee level.

### Information Systems Management

Acts as the advisor for the campus by providing direction to support areas on the infrastructure, forecasting and planning for future requirements. Responsibilities include:

- Assessment of and makes recommendations to improve systems and procedures to support school and institute strategies/directions.
- Preparation and maintenance of MIS reports, databases and use of this information to develop strategic operating unit information systems.
- Provides training and assistance on the various Institute reporting tools.
- Liaison between institute support areas and the operating unit staff by co-ordinating the distribution and/or compilation of information sent/received to/from support service departments and takes applicable action to ensure processing.

- Preparation of reports and maintenance of data for facilities planning.
- Planning, implementation, monitoring and maintenance of the annual physical inventory.

#### Program and Course Delivery

- Coordinates the annual campus Training Plan and ensures adequate support for registration and admissions activities.
- Consults with the Associate Dean and Chief Instructors to ensure program and course changes are within Institute guidelines and policies.
- Prepares and approves documentation such as new program and course information.
- Works with the Associate Dean on new program and course proposals.
- Ensures that course material inventories are in place to support training activities and that Transport Canada and other regulatory organization's requirements are met.
- Supervision of Campus bookstore operations.
- Works with the Associate Dean to ensure that staffing levels are adequate for course and program scheduling.
- Approves consultant, full-time and part-time studies instructor contracts.

#### Facilities Management

- Recommends procurement of equipment and facilities.
- In coordination with Facilities Department, oversees duties and responsibilities of campus facilities coordinator.
- Consults with Facilities Management and Safety and Security on campus operations, including facilities, repairs, construction, rentals, security requirements, and liaison with contractors.
- Organizes office operations, such as workspace assignment and layout/design.
- Manages the campus computer rollouts and other issues regarding office equipment; recommends allocations of computers systems/accessories.
- Coordinates input to the strategic and campus master plan.

#### Marketing Management

- Coordinates activities related to marketing and student recruitment. This may involve working with staff and other departments to plan, develop and prepare brochures and activities.
- Coordinates information between support areas and the campus to ensure that all relevant program data are updated and accurate and deadlines are met for course and program publications.
- Coordinates and approves documentation related to program and course changes through the information update systems.
- Assists the Associate Dean with the development, fundraising and student recruitment initiatives for the campus.
- Coordinates the articles/publications for campus' submissions.

### **DECISION MAKING**

The impact of decisions has a significant effect on the reputation and operations of the campus and the Institute. The Administrative Manager exercises professional and managerial judgement in advising and in the execution of transactions related to the financial, human resources, policies and facilities matters of the unit. There is some latitude for decision making using written policy and administrative directives:

- Support staff hiring and selection decisions.
- Manages support staff issues, including discipline, performance and training needs.
- Allocates new computers in the campus computer roll out.
- Assigns use of space based on strategic direction of the campus.

- Budget transfers and cross charges across the campus operational budget.
- Assumes additional management responsibilities and maintains the day-to-day management operations of the campus in the absence of the Associate Dean.

## **FINANCIAL RESPONSIBILITY**

This position, in conjunction with the Associate Dean, is responsible for budget of up to \$4 million.

## **SUPERVISION EXERCISED**

This position is responsible for direct supervision/management of all support positions and functions at the campus. Provides functional direction and day-to-day supervision to administrative support staff, including work assignments, work schedules, annual leave and monthly attendance reporting. Direct reports: 8–10, including auxiliary staff.

## **SUPERVISION RECEIVED**

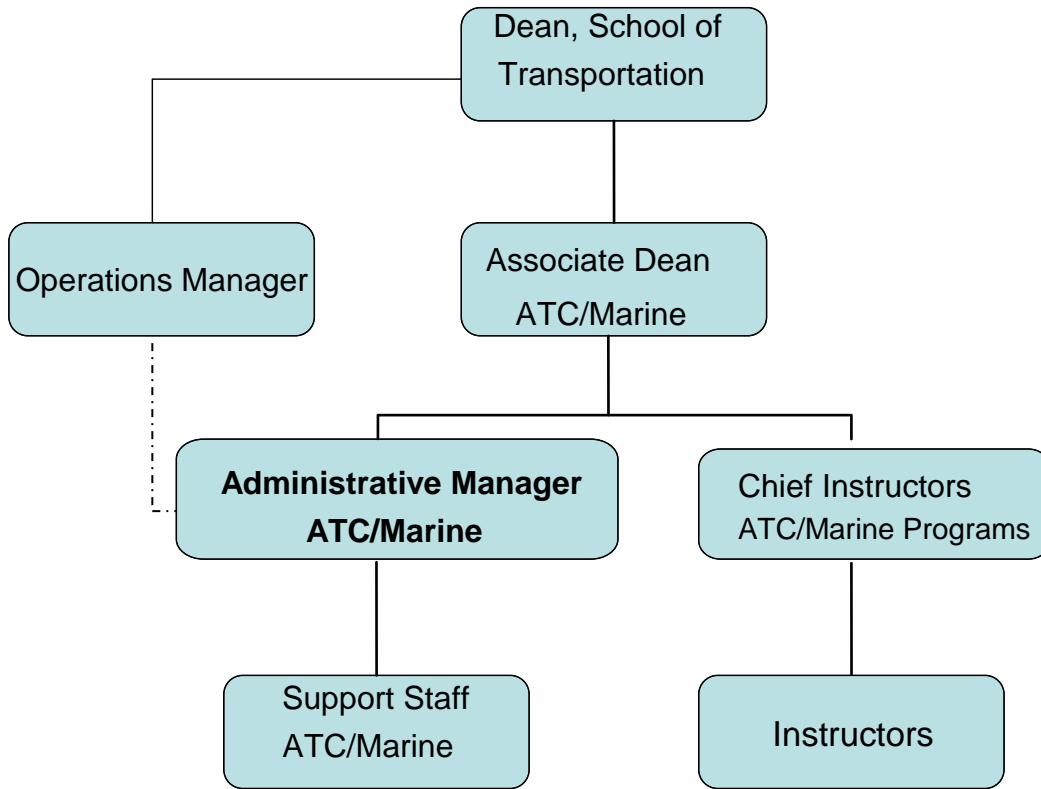
Works under general direction, establishing own work procedures to achieve general objectives; overall results subject to review.

Administrative direction: works within broad guidelines and objectives; structures own work unit and allocates work to subordinates without reference to supervisor.

## **ENTRANCE QUALIFICATIONS**

Diploma in Technology in a management discipline, plus three to five years' administrative experience which includes a role in the preparation and administration of budgets, supervisory experience in a unionised environment, or equivalent combination of education, training and experience. Demonstrated leadership skills, excellent planning, time management and organizational skills. Must be highly self-motivated with excellent written and oral communication skills. Must have advanced computer literacy in office applications and network administration. Must have demonstrated budgetary (preparation and administration) and financial reporting skills. Must be detail oriented with demonstrated creative problem-solving skills.

## **ORGANIZATIONAL RELATIONSHIPS**



**APPROVALS**

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 Administrative Manager  
 Aerospace and Technology Campus

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 Date

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 Associate Dean,  
 Aerospace and Technology Campus

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 Date

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 Administrative Manager  
 BCIT Marine Campus

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 Associate Dean, BCIT Marine Campus

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 Dean, School of Transportation

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