

DIRECTOR OF SYSTEM ADMINISTRATIVE AFFAIRS

Definition

This position directs and provides administrative support of a broad scope and considerable complexity under the general direction of the Senior Vice President. Work requires professional ability, originality, mature judgement, and a working knowledge of UH academic and non-academic programs as well as of the executive and legislative branches of state government. A position in this class acts on behalf of the Senior Vice President, takes appropriate action on issues and problems requiring interpretation and analysis of policies, procedures, regulations, and circumstances; responds directly on matters delegated by the Senior Vice President or directs other units to take appropriate action; prepares and directs the preparation of reports, letters, and memoranda relative to developing policy, interpreting policies and procedures, problem solving, informing and advising both internal and external constituents; serves as legislative coordinator for the Office of the Senior Vice President for Administration and reviews proposed legislation for program impact; conducts fact finding to develop an institutional position on new and emerging issues; advises the Senior Vice President and key staff members of hearings and of potential issues or areas of concern; prepares testimonies; confers with other affected State agencies and UH units to minimize conflicting recommendations; attends legislative hearings as resource person for the Senior Vice President and President/Chancellor on assigned areas; plans, organizes, and directs special projects and studies, ensuring that information collected is relevant, timely, accurate, and comprehensive; and analyzes and evaluates alternative courses of action in order to recommend changes in policies, procedures, operating practices, and organizational and functional relationships.

In addition, a position in this class is responsible for developing guidelines for Central Administration executives and managers in developing budget requests and implementing expenditure plans; advising the President/Chancellor, Senior Vice Presidents, Vice Presidents, and other University executives and managers on program and financial plans, resource allocations, and budget constraints and opportunities; directing the preparation of responses to internal and external requests for budget and fiscal information relative to assigned program areas; making commitments of human and financial resources for assigned programs within broad guidelines; administering budget allocations and approving reallocations for Central Administration programs based on current service requirements, authorized program changes, special allotments, program plans, and projected requirements imposed by external factors; and advising executives and managers in the development of staffing patterns and position control matters.

Work requires extensive contact with senior systemwide executives and campus administrators as well as contact with regents, other county, state and federal agencies, and legislators, necessitating the exercise of a high degree of judgment, initiative, and diplomacy. Work entails a comprehensive knowledge of administrative support programs and services in both two-year and four-year institutions; extensive senior-level administrative experience in financial accounting, purchasing, budget, management and organization, personnel administration, etc., which included multi-million dollar programs and various funding sources; ability to work effectively with senior

executives and administrators in a complex, multi-campus, public institution of higher education; ability to interpret applicable laws, regulations, policies, and other documents; ability to represent the University to community leaders and county, state and federal government officials; and effective written and oral communication skills. Work is reviewed by the Senior Vice President for Administration for the accomplishment of program objectives and results obtained.

The amendment to the class Assistant to the Senior Vice President for Administration and retitling to Director of System Administrative Affairs is approved.



Eugene S. Imai
Senior Vice President for Administration

March 7, 1996

Date