

ASSISTANT CAMPUS DEAN – ADMINISTRATIVE SERVICES **UNIVERSITY OF WISCONSIN-MARINETTE**

POSITION OVERVIEW

The Assistant Campus Dean - Administrative Services is an academic professional who serves as the campus chief business and administrative official. Under the program direction of the Dean and Campus Executive Officer, the Assistant Campus Dean - Administrative Services is responsible for the planning and daily management of campus fiscal, bursary, facilities, procurement, personnel, payroll and benefits, safety and risk management, auxiliary, support, and technology programs. The Assistant Campus Dean - Administrative Services hires, trains, supervises, and evaluates the performance of three (3) direct report staff representing the following programs: business services, physical plant, and auxiliary/support services. Indirect reports (permanent and LTE staff) include an additional five (5).

- A. Serve as campus chief financial officer. (25%)
 - 1. Develop budgets including Fund 103, 128, 133, 136, 144, and provide assistance in development of Fund 104, 132, 128 SUF and 109 budgets.
 - 2. Monitor budgets and control including budget transfers, adjustments, and charge-back activities.
 - 3. Advise faculty and staff on budgets including fund balances and planning strategies.
 - 4. Supervise cash handling procedures in compliance with institutional and State procedures and requirements.
 - 5. Make deposits to the state treasury in compliance with institutional and State procedures and requirements.
 - 6. Counsel student government and student organization advisors on segregated university fee regulations and procedures.
 - 7. Provide budgetary guidance to grant proposals and monitor grant activity.

- B. Serve as campus bursar. (15%)
 - 1. Develop fee policies in compliance with campus, institutional, UWS and State procedures and requirements.
 - 2. Supervise cashier functions in compliance with institutional and State procedures and requirements.
 - 3. Collect tuition and fees in compliance with institutional and UWS procedures and requirements.
 - 4. Disburse financial aid in compliance with institutional, UWS, State, Federal, and other's procedures and requirements.
 - 5. Provide financial counseling to students regarding campus fees, payment options, and related matters.
 - 6. Monitor student work-study expenditures.
 - 7. Supervise accounts receivable in compliance with institutional and State procedures and requirements.

- C. Serve as director of campus facility planning, management and development. (15%)
1. Coordinate building planning activities. Organize campus planning activities in relation to institutional, UWS, State, and local planning guidelines. Coordinate preparation and completion of Campus Capital/Facilities Planning report.
 2. Conduct needs analyses. Evaluate facility conditions on a regular basis and report findings to Campus Dean.
 3. Serve as project manager/coordinator for major projects. Direct coordinated activities for facility development, budget control, and quality assurance.
 4. Serve as member of the design team for facilities projects.
 5. Review construction documents and contract specifications to ensure compliance with campus requirements.
 6. Gather equipment needs and prepare equipment lists based on information gathered from faculty and staff as part of a Capital/Facilities project.
 7. Write agency requests (UW & SBC) for capital/equipment requirements in compliance with UWS and State requirements.
 8. Collaborate with local officials on maintenance projects. Carry out planning activities for annual budget preparation including special maintenance projects. Conduct maintenance, purchasing, and contract matters in compliance with local requirements.
 9. Supervise physical plant supervisor and maintenance program. Provide appropriate supervision and training opportunities to ensure successful operation of buildings and grounds program, maintenance program, and staff supervision.
 10. Plan and implement maintenance projects within abilities and constraints of budget, staffing, and facility requirement conditions.
 11. Manage facility rental programs. Determine and promulgate fee, insurance, and staffing requirements for facility use.
- D. Serve as campus purchasing agent. (5%)
1. Act as delegated purchasing authority in compliance with State Procurement, UWS and local government procedures.
 2. Develop detailed bid specifications for equipment and services.
 3. Obtain quotations for commodities, equipment or services using Vendornet and other appropriate vendors
 4. Review requests for purchase to insure consistency with budget principles, allocations, and priorities.
 5. Determine proper funding and approve purchase orders.
 6. Administer Procurement card program and procedures. Provide training on purchasing and P-card procedures.
 7. Authorize Procurement card users and monitor activity. Audit statements for compliance with State procurement law.
- E. Manage accounts payable function. (3%)
1. Supervise invoice processing including date stamping and budget coding.

2. Develop guidelines for payment method including contingent fund check, procurement card, purchase order, or payroll.
 3. Cross-reference invoice itemization with purchase orders and audit for accuracy and completeness.
 4. Verify received status and condition of purchased items and approve invoice for payment.
 5. Review internal processes to insure payment of invoices within State mandated timeframes.
- F. Serve as campus personnel manager. (10%)
1. Coordinate classified hiring. Authorize classified staffing requests, write/review position descriptions, write tests and evaluative instruments for resume searches, write newspaper ads, obtain applicants lists and arrange interviews, select candidates for hire.
 2. Process classified personnel actions including W-4, I-9.
 3. Review job duties and classifications for current employees.
 4. Coordinate evaluation process for classified staff.
 5. Develop reclassification request to reflect changes in positions.
 6. Interpret WSEU Agreement, administer its provisions, and serve as grievance step review.
 7. Process unclassified personnel actions including W-4, I-9.
- G. Serve as payroll and staff benefits coordinator. (4%)
1. Supervise the classified, unclassified and student payroll function, to include submission of various payrolls per UWEX schedules. Audit classified timesheets for compliance with WSEU Agreement.
 2. Supervise the receipt and disbursement of payroll checks in compliance with UW procedures.
 3. Provide information to employees on staff benefits, and facilitate transfer of forms on a timely basis.
- H. Manage campus risk management and environmental health and safety programs. (5%)
1. Complete incident and accident reports and provide training to all supervisory personnel in accident investigation and the completion of workers compensation forms. Complete and post an annual OSHA accident and injury report.
 2. Coordinate safety committee activity. Provide information and training to campus personnel in creating a safe and healthy work environment. Perform an annual "in-house" safety audit and respond promptly to audit findings.
 3. Coordinate employee safety training and maintain records of such training.
 4. Serve as hazardous waste coordinator. Provide training to campus personnel in the proper handling and disposal of hazardous wastes. Arrange for the transport and removal of hazardous wastes and maintain complete and orderly records of all disposed materials. Coordinate the collection and

access of material safety data sheets (MSDS) for all products containing potentially hazardous materials.

- I. Serve as campus real property and capital inventory manager. (2%)
 - 1. Maintain capital inventory database and valuation and perform a physical inventory audit.
 - 2. Dispose of surplus property according to State law.
 - 3. Secure physical assets and provide training to assist other campus personnel in the proper security of State and County assets.

- J. Manage campus auxiliary and support services. (5%)
 - 1. Supervise bookstore operations or service contract and provide training for the proper cash handling management.
 - 2. Supervise food services operations or service contract, including an annual inventory of all food service equipment and dinnerware.
 - 3. Supervise fleet operations, including vehicle scheduling and maintenance, driver authorization, monthly/quarterly reporting, and vehicle purchase/replacement.

- K. In cooperation with IIT staff, assist in on technology planning. (5%)
 - 1. Plan equipment improvements including network servers and software upgrades.
 - 2. Assist faculty and instructional staff in developing classroom, laboratory and computer access modernization grants.
 - 3. Acquire technological equipment and plan its implementation.
 - 4. Plan campus software and hardware migrations.

- L. Serve as a representative of the campus to community and local governments. (3%)
 - 1. Attend county board and committee meetings to stay informed of local political issues and priorities, and to maintain a presence for the university.
 - 2. Serve as liaison to local government administrators and elected officials by presenting information that represents the university's programs and interests.
 - 3. Represent the campus and enhance the campus community image by providing service to local charitable and community organizations.
 - 4. Provide subject matter expertise to the campus local foundation.

- M. Serve on campus and institutional governance committees, including budget committees, academic committees, student activity committees, work planning groups, and other advisory bodies. (3%)

- N. Engage in professional development activities.