

**The University of Winnipeg Class Specification**  
**Revision Date: September, 2021**

**Classification: Administrative 2**  
**Unit: AESES**  
**Hay Point Range: 341 – 400**

**General character of jobs within this classification:**

Incumbents typically perform specialized administrative duties or administer a program, unit or area and, at times, act as a representative of their unit and/or the University. At this level, assignments are typically varied, involving different and/or unrelated processes and methods that require evaluation of several alternative courses of action. The focus is on specific desired end products with latitude to select the most appropriate methods and tools to get the job done within established administrative guidelines.

Working under general direction, incumbents are required to exercise considerable initiative and independent judgement in advising and recommending on policies and procedures, analyzing and solving problems and initiating solutions. The supervision of employees at lower levels may be a requirement.

**In additional to duties listed in the A1 classification, typical duties may include:**

- Apply, interpret and implement policies, procedures and regulations. Make decisions, where authorized, and provide counselling to staff, students and the public.
- Coordinate specialized programs, processes, systems, and/or operations.
- Gather and analyze a variety of data, prepare and present reports summarizing findings and making recommendations.
- Research, develop and implement departmental policies and procedures.
- Provide input in planning departmental programs and activities.
- Coordinate and participate in preparing the budget for an area, maintain and monitor the budget, addressing errors and irregularities and authorizing expenditures.
- Keep abreast of new developments as they relate to the program, function or area.
- Perform other related duties as required or assigned.

**Qualifications:**

**Education, Training and Experience:**

- Undergraduate degree in a related discipline with two years of directed related administrative experience, or an acceptable equivalent combination of education and experience.

**Knowledge, Abilities and Skills:**

- Effective oral and written communication skills with ability to develop and present cogent informational materials and provide effective counselling.
- Good organizational abilities and demonstrated abilities to plan, coordinate and establish work priorities and deadlines.
- Ability to make reasoned independent decisions and utilize problem-solving abilities.
- Ability to establish and maintain effective working relationships with students, staff and the public.
- Some positions require demonstrated ability to supervise other employees.

**Physical Requirements:**

- Capable of performing the duties as assigned.