

## SECTION 1. POSITION INFORMATION

<b>a. Class No./Title:</b> 0108 - Administrative Program Spec	<b>b. Competency Level:</b>
<b>c. Effective Date</b> 10/1/2016	<b>d. Position No:</b> H99940
<b>e. Working Title:</b>	<b>f. Work Unit:</b> Athletics
<b>g. Agency No.:</b> 58018	<b>h. Agency Name:</b> Oregon Tech
<b>i. Employee:</b>	<b>Supervisor:</b> Greg Stewart
<b>j. Work Location:</b> Klamath Falls - Fitness Center	
<b>k. Position :</b> Full Time Permanent Regular Hours	
<b>l. FLSA:</b> Non-Exempt	<b>Eligible for Overtime:</b> Yes

## SECTION 2. PROGRAMMING INFORMATION

**a. Describe the program in which this job exists. Include program purpose, who is affected and scope. Include relationship to institutional mission.**

The purpose of this program is to serve Oregon Tech by recruiting and assisting with the retention of students by providing sport and recreational activities.

**b. Describe the purpose of this position and how it functions within this program by completing this statement:**

The Administrative Program Specialist independently coordinates day to day operations of the Athletic program which includes: promoting events; preparing financial reports; setting goals; initiating travel; managing accounts payable and accounts receivable; preparing expenditures; coordinating and administering various aspects of ticket sales operation; and reconciling budgets. The incumbent works collaboratively with internal and external constituencies and provides information and advice regarding Oregon Tech Athletic policies and procedures.

## SECTION 3. DUTIES

**a. Major Duties**

35% Program Support and Administration

Serve as primary point of operational and administrative contact for internal and external constituencies; monitor program activities to ensure compliance; coordinate administrative functions with other departments and units; act as a liaison for the Athletics; provide information and problem solve to clients and exercise independent judgment and decision-making authority

Utilize working knowledge of policies, principles and procedures of federal regulations, as well as support the policies created by Athletics and Oregon Tech.

Transcribe or compose documents, including letters, brochures, posters (includes desktop publishing) and website maintenance to promote program on and off campus.

Provide direction, support and training for all temporary hourly employees for Athletics to support program activities. Duties include task assignments, workload management, resolving daily operational programs, training, evaluating and correcting performances, resolving conflict, authorizing leave and building a productive work environment, and other duties as required.

Provide support in travel arrangements and processing travel expense reimbursements for personnel in Athletic as needed.

#### 20% Assistant to the Athletic Director

Manage the Athletic Director's schedule/calendar using independent judgment to prioritize and schedule/reschedule appointments and/or to refer issues to other administrators in the college/university as appropriate. Arrange meeting as directed by the Athletic Director including standing meetings and with Athletic personnel. Use judgment in the screening of telephone calls, email, printed correspondence and other materials/matters. Take initiative to formulate office procedures to improve operational efficiency.

Prepare, edit and coordinate drafts of technical and administrative correspondence, documentation, data summarizations, and reports distributed by the Athletic Director for use in internal and external matters. Provide background information and draft documents for Athletic Director, including those of a confidential and/or sensitive nature. Participate in confidential and/or sensitive discussions/decisions with Athletic Director.

#### 30% Fiscal Management

Assist the Athletic Director in monitoring operational budgets within program parameters; create and maintain financial and fiscal reports; reconcile, troubleshoot, transfer and re-budget funds as needed. Complete all financial transactions, including, but not limited to, purchasing, payroll, travel, interdepartmental transactions and participant stipends. Evaluate status of budgets and initiate corrective action if budget is not within parameters of program objectives. Ensures budget requests are in line with program financial guidelines. Creates financial reports which guide project planning and goals of the program. Solves any budgetary issues or concerns; ensures all fiscal processes and transaction align with Oregon Tech business policies and procedures. Maintain all electronic and manual files for the budget using statistical, spreadsheet, and database software.

#### 10% Athletic Ticketing

Coordinate all aspects related to ticket sales for assigned sports. Represent ticket office in assigned event management meetings. Assist Marketing and Promotions with brochures and promotional ideas. Coordinate player and coach complimentary admissions for assigned sports. Ticket office liaison with sport staff. Assist in training and maintaining information within the ticketing system. Provide customer service both over the phone and at the window. Process ticket orders and explain policies and procedures when necessary. Support staff to solve customer service issues when they arise. Troubleshoot ticket system computer problems. Maintain and update customer accounts.

#### **b. Marginal Duties**

(5%) Other duties as assigned by Athletic Director

## **SECTION 4. WORKING CONDITIONS**

**Describe special working conditions, if any, that is a regular part of the job. Include frequency of exposure to these conditions.**

Athletics is a fast paced and always changing environment with activities that occur almost every week. The person in this position may be asked to adjust schedule in support of these activities.

**SECTION 5. GUIDELINES**

**a. List any established guidelines used to perform the job, such as state and federal laws or regulations, policies, manuals or desk procedures.**

Athletics, OIT policies, procedures, guidelines and manuals

**b. How are these guidelines used to perform the job?**

**SECTION 6. WORK CONTACTS**

**With whom outside of co-workers in this work unit must this position regularly come into contact?**

<b>Who Contacted</b>	<b>How</b>	<b>Purpose</b>	<b>How Often</b>
Athletics Staff	In Person, Phone & email	Will work in support of Athletic Department function and interact with Coaching and Administrative staff to process and document transactions like travel, tickets, payroll, etc.	Daily
Students	In Person, Phone & email	Works with students primarily for payroll. Will also work with student workers in support of receptionist and clerical duties. May also assist students related to their participation in athletics, club or intramural sports. Provide general direction to students using the fitness center or seeking consult with athletics staff.	Daily
Public	In Person, Phone & email	Primary contact with the public will be related to ticket sales, camp sign up and sales, fitness center use, etc. May also have contact with the public related to persons seeking to meet with other athletics staff.	Daily
Business Office	Phone and email	Will work with the Business Office to ensure the proper submission and documentation of financial transactions such as invoices, travel, journal vouchers, procurement cards and payroll.	Daily

**SECTION 7. JOB-RELATED DECISION MAKING**

**Describe the kinds of decisions likely to be made by this position. Indicate the affect of these decisions where possible.**

Decisions related to what level of documentation is appropriate and or what fund should be charged in financial transactions.

**SECTION 8. REVIEW OF WORK**

**Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?**

Greg Stewart, Athletic Director, Unclassified Administrator. Annual evaluations with other reviews as needed.

## **SECTION 9. ADDITIONAL JOB-RELATED INFORMATION**

### **Any other comments that would add to the understanding of this position:**

This position will primarily work from 7 AM to 4 PM Monday through Friday with a lunch break from 11AM to 12 PM. Hours may be adjusted for a particular event or events. Vacation, personal or other planned leave time will not be granted during the week leading up to the annual booster auction, the week prior to the first regular season basketball games, the period when OIT may host post season basketball contests and the period surrounding the closing of the fiscal year. Specific dates will be outlined on an annual basis.