

UW ADMINISTRATIVE PROGRAM SUPERVISOR

I. DEFINITIONS

UW ADMINISTRATIVE PROGRAM SUPERVISOR

The positions in this classification are professional supervisory positions located within a University of Wisconsin System campus which administer programs. Positions allocated to this class supervise professional staff; or supervise subordinate supervisors with a large number of subordinates; or supervise non-professional staff but the supervisor spends the majority of the time performing professional work. Positions are responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within their respective program area. Positions allocated to this series recommend the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate staff.

Positions allocated to this classification function as the: (1) the Printing Services Director for the UW-Madison Division of Information Technology at UW-Madison; (2) the Director of Telecommunications at UW-Stevens Point; (3) the Physical Plant Business Manager at UW-Stout; (4) the Facilities Administrative and Support Services Division Manager at UW-Eau Claire; (5) the Assistant Director of Support Services Logistics for the Division of Information Technology at UW-Madison; (6) the Director of General Support Services at UW-La Crosse; (7) the Manager of Materials Distribution Services at UW-Madison; (8) the Assistant Director of Procurement and Materials Management at UW-Stout; (9) the Facilities Services Associate Director at UW-Milwaukee; (10) the Facility Services Business Manager at UW-Stevens Point; (11) the Business Manager of Facilities Planning & Management at UW-Whitewater; or (12) the Business Manager of Facilities Management at UW-River Falls.

- (1) Printing Services Director for the UW-Madison Division of Information Technology: administers and manages the DoIT Printing Services Department; develops policy and provides direction in managing technologies used by Printing Services; serves as a representative in developing a campus output management policy; is responsible for future technology planning, short-and long range planning; management of a \$10 million budget and oversight of approximately 85 employees; works closely with managerial, technical experts, and administrative staff to recommend solutions, ensure compatibility in technology management, standards development and compliance, network and telecommunication services and production/distribution operations.
- (2) UW-Stevens Point Director of Telecommunications: provides leadership in the direction, formulation, evaluation, and the recommendation and implementation of telecommunications policy and the administration of telecommunications plans and projects for the campus; directs budget preparation of \$2.2 million; directs the university's privately owned telephone switch, the administration of long distance networking, trunking, and traffic engineering, long and short range plan development, analysis and monitoring or telecommunications development, overseeing special telecommunications projects, and designing, recommending and implementing policy, management changes, and major equipment installations, and the supervision and management of personnel.

- (3) UW-Stout's Physical Plant Business Manager: directs the Administrative Services of the Physical Plant including the development and administration of the Physical Plant's annual budget of approximately \$4 million; provides direct supervision of 8 classified employees; provides oversight for six units or areas of the Physical Plant operation which include fleet vehicles, purchasing, stores, administrative office clerical staff, key control and network support; as the department accountant this position has signature authority for purchase orders up to \$25,000; serves as the department's Accountant Administrator with responsibility for 17 accounts from 5 different funding sources.
- (4) UW-Eau Claire Facilities Administrative and Support Services Division Manager: manages and supervises the provision of division budget control, cost accounting, and other accounting support; supervises the office support services and personnel for Facilities Management; manages and supervises the Division Materials Management System; and provides network, systems, and desktop computing/processing support.
- (5) Assistant Director of Support Services Logistics for the Division of Information Technology at UW-Madison: develops and monitors the operating budgets, financial controls and processes, business plans, and group policies, procedures, standards and guidelines to insure cost-effective, customer-focused delivery of application development systems and services; manages and supervises receiving, inventory control, delivery and fleet management for DoIT, including the fulfillment of software e-Commerce orders; and manages the phases of the Oracle Financials DoIT Common Business System (CBS) which relate to logistics, (CBS is an enterprise resource planning client/server system to integrate accounting, accounts receivable, inventory, sales, purchasing, accounts payable, fixed assets management, project costing and project billing business processes).
- (6) UW-La Crosse Director of General Support Services: directs campus general support programs, which includes purchasing, campus and maintenance stores operations, receiving and delivery of supplies, capital equipment inventory management and surplus property disposition. This position directs the business operations and budget development of three program revenue enterprises and provides leadership of the unit's staff. This position also serves as the campus procurement liaison, acting as consultant to academic and administrative departments for the purchase of goods and services, serves as the campus risk manager, and administers the institution's liability and loss prevention programs.
- (7) UW-Madison Manager of Materials Distribution Services: manages the Materials Distribution Services (MDS) and Surplus with a Purpose (SWAP), sales programs. This position is responsible for the operational, financial and personnel activities of sales programs with sales in excess of \$29 million. The Manager of Materials Distribution Services supervises five professionals and managers who each supervise operational staff.
- (8) UW-Stout - Assistant Director of Procurement and Materials Management: reports to the Director of Procurement & Materials Management, in the Administration and Student Life Services Division. The assistant director is responsible for the purchase of printing and other commodities, the operation of the Duplicating Center, the Campus Wide Convenience Copier Program and Publication Services. The assistant director also serves as the Agency Forms Officer, as delegated by the State of Wisconsin Public Records and Forms Board, and as the Account Representative for the Licensing Program, as managed by Licensing Resource Group.

- (9) UW-Milwaukee Facilities Services Associate Director: manages the Administrative Services sub-department of Physical Plant Services which includes responsibility for the following areas: development of the annual and biennial operating budget for Physical Plant Services which is in excess of \$22 million; direct supervision of five permanent classified employees who provide accounting duties, personnel and payroll processing, procurement and insurance claims processing, IT development and maintenance, billing activities, Work Order Center activities, and Trouble Report and Dispatch/Reception duties; responsibility for the development of user fee rates, the determination of sales credit levels, and the analysis of associated costs for sub-departments; development of techniques to monitor and control expenditures; development of managerial work procedures and practices; and assuring the collection of approximately eight million dollars in sales credits from other academic and administrative departments on campus.
- (10) Stevens Point Facility Services Business Manager: operates under the supervision of the Director of Facilities Services. On Behalf of the Facility Services department, the incumbent formulates and manages all aspects of GPR and PR budgets (combined total of approximately \$8-9 million dollars annually) including: accounting, payables, financial, utilities and refuse/recycling reporting, planning, procurement management and inventory control activities; review and analysis of operating results and monthly variance reporting. Analysis will also include evaluation of operational issues, policies and procedures, as well as the coordination of analytical and programmatic support needs. In addition the incumbent will manage the day-to-day operations of the Facility Services administrative office through the direct supervision of four personnel in three different Facilities Services functional areas, including Work Control Center, Transportation Services and Surplus Stores. This position has a high level of responsibility, its analysis and proposals are critical, and the consequence of error is significant.
- (11) UW-Whitewater Business Manager of Facilities Planning & Management (FP&M): responsible for providing campus direction and oversight of procurement, campus materials management, telecom functions, transportation functions, leadership for and business operations and management support to the FP&M Director. Campus materials management includes purchasing, receiving, mail center, warehouse, deliveries and surplus property operations. Business operations include fiscal planning and financial management of all state functions. This person will supervise up to nine permanent staff including: Telecom Technician, Purchasing Agent, Financial Specialist, Shipping and Mail Clerks and Storekeeper. The position reports to the Director of FP&M.
- (12) UW-River Falls Business Manager of Facilities Management: responsible for providing budget control, cost accounting and other financial support. This position assists with the annual budget development and ensures effective handling of construction project finances. The position manages the UWRF fleet program, including auditing the credit card fleet program and oversees the day-to-day operation of purchasing, stores, inventory control, information systems, key control and work order processing. This position will supervise up to five permanent staff including: one IS Technical Services-Senior, one Inventory Control Coordinator Supervisor, one Purchasing Agent, and reports to the Director of Facilities.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.