

Job Level	Chemical Management – IT Administrator	Management Level II
Problem Solving	<ul style="list-style-type: none"> * Respond to current chemical exposure to employees and potential loss of life and damage to university property. * Respond to federal or state regulatory agencies concerning compliance. * Provide customized software packages or upgrades to solve EHS or RM&I employee's problem concerning data management and program controls. * Provide technical and strategic planning, innovation, effective change management and implementing management plans to ensure success to all data systems for the best interests of the university and/or departments. * In addition to administration, this position in conjunction with the IT team will maintain legacy systems and modify or create new data application systems and be required to write computer code, test in-house specialized websites, databases and window applications that will support the business needs of EHS, RM&I, and CSU. 	<ul style="list-style-type: none"> ▪ Applies concepts towards the development of new rules or policy development
Interaction/ Communication	<ul style="list-style-type: none"> * This position will provide an environment in which people are valued, respected, and energized to work in a safe and productive method to provide services to our customers. This Position will be responsible for listening, giving feedback and assessing performance, developing and coaching staff effectively, and preventing and resolving the conflict. * Delegates job specific duties, provides and manages employee work plans and performance plans. Manages teams of primarily professional roles; may supervise project management levels. 	<ul style="list-style-type: none"> ▪ Adapts communication style and uses persuasion in delivering messages
University Impact	<ul style="list-style-type: none"> * This position reports to the Director of Environmental Health Services and will reconcile multiple stakeholder views. * This position is a senior level multifunctional administrator that provides technical expertise in Information Technology (e.g. application/database architectural design, project management, lead application developer, etc.) and provides senior level administration to the Chemical Management Unit (e.g. chemical hazardous waste management, recycling, chemical safety, controlled substances, chemical security, energetic materials, etc.) 	<ul style="list-style-type: none"> ▪ Ability to impact the development of existing principles and guides the development of new policies and ideas ▪ Work provided by the team generally has longer-term impact beyond the current year
Financial/ Budget Responsibility	<ul style="list-style-type: none"> * Design effective budget models for Chemical Management Office and IT programs. Analyze financial information to ensure all operations are within budget. Present annual budgets to senior managers. Review budget requests for approval. Forecast future budget needs. 	<ul style="list-style-type: none"> ▪ Provides input into the budgeting process and may be a sub-departmental budget owner or have responsibility towards the fiscal management
People Management	<ul style="list-style-type: none"> * Two full time AP; part-time AP and Two SC Hourly. Student and non-student hourlies (up to 6) 	<ul style="list-style-type: none"> ▪ Manages teams of technical/support and/or professional roles ▪ May have people management responsibility for pay reviews, performance management, and resource planning