

ADMINISTRATIVE MANAGER

MAJOR FUNCTION

This is an administrative position providing professional administrative assistance for the Department Director in a variety of financial and administrative functions, including management of operational programs, coordination of special projects, and preparation of the annual budget.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Supervises and coordinates operational programs within the department. Coordinates and supervises the implementation of work order management software systems. Has the ability to formulate, interpret and implement management policies or operating practices. Determines which product best meet the needs and circumstances of the department.
- Assists in the preparation and administration of the budget through research and development. Prepares cost analysis and operational reports.
- Plans, develops, organizes, implements, and directs preparation of administrative reports and special projects as assigned.
- Conducts research, analyzes data, develops recommendations and observations, and submits written and oral reports to the director on a variety of special assignments as assigned.
- Develops procedures for implementing changes in organization and administrative systems as directed. Supervises installation of such plans.
- Makes procedural and operational recommendations to the director.
- Assists in preparing requests for proposals from consultants and managing consultants contracts.
- Reviews with legal, contracts and agreements to ensure that contract documents, consultant agreements and agreements with others are appropriate.
- Conducts or participates in developing short and long range fiscal plans.
- Creates and oversees effective and efficient methods to track project detail and fiscal information.

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SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Responsible for directly and regularly supervising work of a relatively small number of employees with indirect supervision. Includes assigning, directing, evaluating and reviewing the work of subordinate employees. Responsibilities include providing on the job training, evaluating job performance, recommending selection of new staff members, promotion, status changes, and discipline; planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATES

Education and Experience

Associates degree in Business Administration or related field and six (6) years progressive experience as Administrative Assistant, of which at least two years must be at a director or higher level authority; greater experience in the field may substitute for a portion of the required education; or an equivalent combination of education and experience.

Licenses

Possession of a valid Florida drivers license and a notary public.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills.

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and

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format.

- Ability to effectively present information to top management, public groups, and/or boards.

Mathematical Skills

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Problem Solving Abilities

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to develop policies, programs, plans, or procedures.
- Study manual work process to determine most effective methods for essential tasks.

Specialized Skills and Abilities

- Knowledge of the theory, principles and practices of public administration.
- Knowledge of research techniques, methods and practices. Ability to conduct research, analyze and interpret findings, and prepare clear and concise reports.
- Ability to communicate courteously, tactfully, and effectively with government officials, employees, and members of the public. Ability to speak effectively and clearly in public.
- Ability to plan, and organize work. Strong organizational skills, ability to prioritize tasks, analyze data, and meet multiple deadlines.
- Ability to work independently on time sensitive complex issues. Ability to supervise employees in a manner conducive to full performance and high morale.
- Ability to remain calm in stressful situations.

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- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, utility billing software, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of tasks.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, talk or hear and is occasionally required to stand, walk, use hand to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, taste or smell, and to lift up to 25 pounds. Vision requirements are close, distance, color, peripheral, depth, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be required to be exposed to outdoor weather conditions. The typical noise level for this environment is moderate.

Established: 10/02

Pay Grade: 20

Job Description Number: 6110

Category: 6

Status: E

Revised: 10/2006