

ADMINISTRATIVE MANAGEMENT DIRECTOR 2

KIND OF WORK

Highly responsible administrative and business management work.

NATURE AND PURPOSE

Employees in this class are responsible for supervising administrative services activities of a major state department or agency. Responsibilities may include directing and coordinating the fiscal management, purchasing, budgeting, personnel, administrative analysis, office management and central services functions of the department.

As a member of the top management team, the employee, in most cases, actively participates in the development of department-wide financial policy by offering creative and innovative input to the development of fiscal policy. The employee must translate broad departmental goals into budgetary policy, and, without technical supervision, implement necessary operating plans and procedures. This employee may assume final responsibility for the fiscal integrity of the department, developing accounting procedures as needed and assigning internal auditing projects according to priorities established by this employee.

Work is performed under the administrative direction of the department head. The employee has broad latitude in supervising the administrative services activities. The employee must set the objectives of his section in terms of departmental goals and objectives, determine the manpower resources necessary to accomplish these objectives, monitor progress toward achievement, and evaluate results. In most cases, a large number of subordinates are under this employee's direction and the amount of funds for which the incumbent is accountable is extremely large.

Factors differentiating this class from the Administrative Management Officer class are a larger fiscal accountability, greater involvement in department-wide policymaking and complete responsibility for a wide variety of administrative and management activities where the consequence of error is great.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Administers, directs, and coordinates the activities of a major administrative unit or program; develops internal policies and procedures and approves methods and procedures recommended by subordinate supervisors; reviews and evaluates the results of various programs through consultation with unit heads and the review of reports.

Formulates broad fiscal policies and procedures for agency activities; directs the planning, installation, and maintenance of accounting systems, policies, and procedures; directs the general accounting, audit, payroll, and budget administration activities of a major organization.

Supervises the procurement, storage, and issuance of equipment, materials, and supplies utilized in departmental operations; directs the salvage and disposal of all surplus or excess equipment, materials and supplies.

Confers with representative of the federal and state governments regarding financial administration activities; formulates and recommends policies to a major executive for the solution of varied financial problems.

Directs the collection, examination, analysis, and compilation of a wide range of management reports and studies.

Directs all office services in the department including mail service, purchasing and inventory activities, clerical services and duplicating services.

Directs administrative and organizational analysis of the department.

Represents the department to the Legislative Building Commission, Legislative Advisory Committee, the Department of Administration and other state agencies to ensure that the department administrative needs are presented in an effective manner.

Represents the department head as the officer at hearings related to department's activities.

Ensures that fiscal information, office and staff services, and other administrative and management tools are available to department managers as needed and keeps the managers aware of and knowledgeable of administrative policies and procedures.

Maintains a section capable of achieving objectives through appropriate structuring, staffing, developing, motivating and rewarding of personnel.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of modern principles of administrative management and public administration.

Thorough knowledge of state accounting, budgetary and auditing procedures.

Considerable knowledge of plant and equipment management including purchasing, utilization and maintenance.

Considerable knowledge of the statutory authority, organization, functions and objectives of the department.

Ability to:

Ability to organize and direct the work of subordinates in a variety of administrative functions.

Ability to establish and maintain effective working relationships within the department and with officials of other governmental agencies.

Ability to introduce established management principles and apply current concepts and up-to-date systems to department business operations.

Ability to translate fiscal and statistical data into administrative policy and program planning.

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Former Title(s): Administrative
Management Director