

ADMINISTRATIVE OFFICER

KIND OF WORK

Difficult and responsible administrative management work.

NATURE AND PURPOSE

An employee in this class is responsible for planning, directing, and coordinating the operational activities of several administrative units or programs within a state department, agency, or institution. An additional responsibility consists of assisting in the development of procedural improvements in the area of administrative and fiscal services. Responsibility may include fiscal management, budgeting, office management, personnel, work measurement, legislative liaison, and forms and procedures services.

General supervision is received from the Chief Executive Officer of an institution, Commissioner and/or Assistant Commissioner of a state department or agency. The employee possesses wide latitude for independent action and is responsible for developing and installing methods and procedures necessary to conform with established policy. Review is in terms of results accomplished.

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

Administers and coordinates the activities of an institutional business office or the management of a complex administrative organization; develops program, project, institutional, divisional or departmental administrative policies and procedures and approves methods and procedures recommended by subordinates.

Approves all budget and fiscal testimony prepared by staff prior to presentation to the legislature.

Participates in the development, planning, installation, and maintenance of accounting systems.

Establishes budgeting and fiscal control policies and procedures.

Administers the organization's budget.

Supervises and participates in the collection, compilation, and analysis of a wide range of fiscal, program, and budget reports and studies.

Plans and directs organizational studies of the department and formulates recommendations regarding proposed changes.

Plans and directs statistical services for the control and flow of data processing, publication of progress reports, and control of reports and forms.

Recommends policies and procedures, and directs an approved program for records administration.

Performs related work as required.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Thorough knowledge of the modern principles and practices of public and business administration.

Thorough knowledge of modern office procedures, practices and equipment.

Considerable knowledge of the principles and practices of accounting.

Considerable knowledge of the functions, procedures, organization and governing laws and regulations governing the agency or institution concerned.

#### Ability to:

Ability to assign, supervise and evaluate the work of other employees.

Ability to formulate and initiate plans and procedures, and to direct their application.

Ability to organize, integrate, and direct large and varied programs involving large numbers of employees.

Ability to successfully meet department heads, administrative officials, and general public and to establish effective working relations.

Est.: 4/81  
Rev.:

TC:  
Former Title(s):