

# What Is the Duty of an Administrator in an Organization?

by Brian Bass

Administrators are responsible for the day-to-day functioning of an organization. Depending on the organization's needs, administrators act as liasons between staff and management, analyze processes and develop operating procedures.

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The duties of an administrator depends on the company that the administrator works for. However, general skills exist that apply to most administrators across varied organizations. One of the primary duties of an administrator is to ensure that the organization operates with efficiency. This requires a set of skills that can handle the many different people and situations within the organization. Specific skills essential to an effective administrator include good communication and being organized.

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## Planning and Organizing

In organizations, an administrator devises short-range and long-term plans that establish a clear set of objectives that aim to get the organization where it wants to go. For the administrator to succeed in implementing these plans, he must understand the how, when and whom of the plan. Besides planning, an administrator provides efficiency throughout the organization. This allows the administrator to coordinate the efforts of a business to achieve one or a set of goals collectively.

## Directing Processes

After planning and organizing, the administrator must establish the direction that others in the organization will follow. Leading the individuals within the organization to accomplish a common set of goals requires the combination of resources and an effective support system. An administrator should have interpersonal skills that can manage the many different personalities that exist within the organization. Additionally, an effective administrator will use the capabilities of the staff to make the plan succeed. This includes the delegation of authority to supervisory staff.

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## Staff Development



Another important duty of an administrator involves staffing the organization with the right people. This requires a complete knowledge of the organization and its needs. The administrator must coordinate with human resources and other departments within the organization. Administrators typically want to have active participation in recruiting and screening new individuals for the organization. After hiring new personnel, the administrator should actively appraise the progress of the new employees, applying interventions as necessary to the new hire's development.

**Liaising Between Management and Staff**

An effective administrator is a liaison between management and staff. By engaging both parties, an administrator can find solutions that will meet the demands of both groups. In this role, an administrator may have to grow a tough skin, as she may have to cope with significant dissatisfaction from executives, managers and staff. Being able to remain proactive can help to make the organization a positive work environment, something that is crucial to the development and maintenance of employee morale. The administrator should manage the information, performance and expectations of everyone within the organization and make necessary corrections to benefit the organization.



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