

THE MANAGERIAL SERVICE [061]

ADMINISTRATIVE MANAGER**Duties and Responsibilities**

This is a management class of positions with several Assignment Levels permitting various degrees of latitude and various levels of direction. All personnel perform related work.

Under general or broad direction, with wide latitude for independent initiative and judgment, performs one or more of the following or similar managerial assignments:

Serves as the manager of a large office engaged in data entry, or in a large agency, of an office engaged in such agency-wide personnel functions as payroll processing or timekeeping. Manages all aspects of clerical/administrative and related activities in a large scale administrative operation concerned with the intake and processing of information such as inquiries, complaints, or forms, or with the collection of fines, taxes and other revenue. Is responsible for the overall operation of an office performing difficult and responsible fiscal and bookkeeping work or performing administrative or management work required for the conduct of hearings. Serves as director of a large general administrative or departmental services office with responsibility for such functions as facilities management, duplicating, mail, and records management.

In the office of an agency head, deputy commissioner or other very high level executive responsible for administrative, departmental, analytic or management work, oversees difficult and responsible work in the capacity of an executive assistant or principal assistant; may represent the executive at meetings.

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ADMINISTRATIVE MANAGER (continued)Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or

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ADMINISTRATIVE MANAGER (continued)Qualification Requirements (continued)

4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in "1", "2" or "3" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in "1", "2" or "3" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

Direct Lines of Promotion

From: Associate Call Center Representative
(10271)
Principal Administrative Associate
(10124)
Principal Police Communications
Technician (71014)
Workers' Compensation Benefits
Examiner (40482)

To: None