

ADMINISTRATIVE MANAGEMENT DIRECTOR 1

KIND OF WORK

Difficult and responsible management services work.

NATURE AND PURPOSE

An employee in this class is responsible for planning and directing the business functions of a large state institution or college or for coordinating administrative activities of a large state department or agency. Duties include responsibility for directing or assisting in direction, as well as coordinating, the activities of several administrative units or programs. An additional responsibility consists of assisting in the development of procedural improvements in the area of administrative and fiscal services. Responsibilities may include fiscal management, budgeting, office management, personnel, work measurement, publications and records control, and forms and procedures services of the agency or institution.

General supervision is received from the Administrative Management Director of the institution, college or department head. The employee possess the capacity 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 assists in the management of a complex administrative organization; assists in the development of program, project, institutional, divisional or departmental administrative policies and procedures and approves methods and procedures recommended by subordinates.

Directs the preparation and control of all fiscal procedures including budgets, requisitions for stores and supplies, periodic statements, and trial balances.

Plans, installs and supervises auditing and accounting procedures, cost accounting or statistical processing systems.

Participates in the development planning, installation, and maintenance of accounting systems, policies, and procedures; supervises and assists in the development of budgeting and fiscal control policies and procedures; administers organizational budget.

Supervises business office, stores, plant operation and maintenance, and housekeeping services; selects and trains personnel.

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

Directs personnel management procedures where no personnel office exists in accordance with departmental policies and civil service rules and regulations.

Develops procedures and supervises maintenance of internal controls of supplies and materials.

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.

Plans and directs publication activities of the department by establishing controls and standardizing departmental publications.

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

In a state college, also estimates income and expenditures; directions the collection accounting and expenditure of all revenues and appropriations; directs the business management of dormitories, cafeterias, student unions, bookstores, housing projects, and other service enterprises; and supervises the accounting for student organizations, activities and loan funds.

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.

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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 the general public and to establish effective working relationships.

Est.: 11/08/50

Rev.:

Ckd.: 08/92

T.C.: 07/13/72; 12/03/74

Former Title(s): Administrative  
Management Supervisor