

DEPARTMENT ADMINISTRATIVE MANAGER

Job Code	Pay Grade
11340	SM6

Nature of Work

This is highly responsible administrative and supervisory work assisting a Departmental Director or senior management official in planning and directing complex departmental support services and operations. Responsibility entails managing technical, supervisory, and clerical/accounting personnel engaged in various support activities. An employee in this classification relieves the department head of designated administrative details by managing budget preparation and administration, financial management and projections, personnel administration, departmental service programs and conducting special studies. Work includes planning, directing and reviewing the work of personnel engaged in customer service, budget control, financial management, information system planning, and related administrative departmental operations. This position requires thorough working knowledge of departmental programs, procedures and policies and entails the exercise of extensive initiative and independent judgment. Work is performed under the general supervision of the director, but considerable independent judgment is exercised in carrying out the daily operations of the department. The position reports to a department director, senior manager or designee.

Minimum Qualification Requirements

- 7 years administrative and program operations experience assisting a departmental director in planning and directing complex departmental support services and operations in the hiring department unit's principal designated subject matter mission or directly related field (e.g., named department operations/activities or directly related organization) that includes lead worker, supervision, or supervisory training; or
- Associate's degree in business administration, finance, economics or related field and 5 years experience as described above; or
- Bachelor's degree and 3 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Supervises subordinate professional, supervisory, accounting, and clerical personnel engaged in support activities such as record maintenance, budget preparation and administration, payroll, departmental service programs, purchasing, property inventory control and personnel management.
- Responsible for interviewing, hiring, training and evaluating subordinate staff personnel.
- Directs the accounting, budgeting and fiscal operations of the department.
- Provides support to special projects such as applications for grants and awards, and environmental remediation.
- Develops, negotiates, and monitors leasing contracts.
- Supervises and participates in special studies, surveys and the collection of information on difficult operational and administrative problems; prepares reports recommending solutions or courses of action.
- Plans, directs, implements and supports the automation of office systems, procedures, programs and equipment; evaluates office automation systems and equipment needs; coordinates with other department personnel regarding hardware and software needs; coordinates installation and operation of same.

DEPARTMENT ADMINISTRATIVE MANAGER (continued)

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Illustrative Tasks (continued)

- Coordinates and provides intra and interdepartmental liaison functions.
- Coordinates personnel activities for assigned department.
- Coordinates the activities of volunteer personnel as needed within the section or department.
- Acts for department head, as delegated, at meetings, conferences and in administrative matters.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of public administration principles and practices.
- Knowledge of accounting practices and procedures and the ability to apply such knowledge to accounting transactions.
- Knowledge of modern techniques, methods, procedures, principles, and practices of all phases of personnel, finance, and business administration as applied in a large organization and the ability to apply them.
- Knowledge of office automation, data processing principles and practices.
- Knowledge of the laws, rules and regulations controlling budgetary fiscal record keeping.
- Knowledge of the principles and procedures of governmental budget preparation.
- Ability to apply computer applications and software.
- Ability to plan, direct, assign, instruct, review and evaluate technical, supervisory and clerical personnel.
- Ability to plan, direct, supervise, coordinate, organize and inspect specialized departmental projects, programs and activities.
- Ability to prepare written reports, estimates and cost records.
- Ability to analyze and solve administrative problems and to render advice and assistance on them.
- Ability to supervise the work of subordinate staff.

For official use only

Revised	EEOC Code	Overtime Code
10/12	Officials & Managers	Exempt