

SENIOR DEPARTMENT ADMINISTRATIVE MANAGER

Job Code	Pay Grade
11342	SM5b

Nature of Work

This is highly responsible administrative and supervisory work assisting a bureau director in planning and directing complex departmental projects or support services and operations. Responsibility entails managing technical, supervisory, and clerical/accounting personnel, engaged in various support activities or directing work efforts of various staff, professionals or consultants. An employee in this classification relieves the director of designated administrative details by managing budget preparation and administration, financial management and projections, personnel administration, departmental service programs, conducting special studies or managing complex projects. Work includes planning, directing and reviewing work of personnel engaged in customer service, budget control, financial management, and related administrative department operations. The difference between this class and the Department Administrative Manager is the more advanced levels in scope of work, complexity, fiscal responsibility, and finality of action. This position requires thorough working knowledge of departmental programs, procedures and policies, and 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 the daily operations of the department.

Minimum Qualification Requirements

- 8 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 6 years experience as described above; or
- Bachelor's degree and 4 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 professional, supervisory, accounting, and clerical personnel engaged in support activities, budget preparation and administration, payroll, departmental service programs, purchasing, property inventory control, and personnel management; selection, hiring, training and evaluation of subordinate personnel.
- Directs department accounting, budget and fiscal operations, and information systems.
- Supervises and participates in special studies, surveys, policies and procedures updates, and collecting data on difficult operational problems; recommends solutions or courses of action.
- Manages complex departmental projects.
- Plans, directs, implements and supports automation of office systems, contract reviews, 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.
- Liaison for intra and interdepartmental functions.
- Represents bureau director at meetings, conferences and in administrative matters, when requested.
- Performs related work as assigned or required.

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Knowledge, Skills, and Abilities

- Knowledge of principles and practices of governmental organization and management.
- Knowledge of governmental accounting practices and procedures, budget preparation, and monitors performance of accounting transactions.
- Knowledge of current personnel, finance, and business administration techniques, and skill in performance within a large organization.
- Knowledge of the laws, rules and regulations governing Pinellas County and its budgetary fiscal record-keeping.
- Skill in selecting new employees and ability to plan, direct, assign, instruct, supervise, and evaluate the work performance of technical, supervisory and clerical personnel.
- Ability to analyze data and make recommendations based upon findings.
- Ability to apply computer applications and software.
- Ability to direct and monitor specialized department projects, programs and activities.
- Ability to communicate effectively, orally and in writing, with superiors and subordinates; prepare estimates, and maintain cost records.
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to communicate information in reports, etc.
- Ability to establish and maintain effective working relationships with superiors, fellow employees, and others.

For official use only

Revised	EEOC Code	Overtime Code
1/09	Officials & Managers	Exempt