

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

ADMINISTRATIVE MANAGER

JOB DESCRIPTION

Employees in this job function as professional managers with responsibility for directing the activities of subordinate staff in the coordination and management of various administrative activities for an organization. Employees in this job may be responsible for managing various operations at a facility (i.e. food service, physical plant, warehouse, accounting and finance, environmental health and fire safety, and MSI factories.) The employee works within general methods and procedures and exercises considerable independent judgment to select proper courses of action. The work requires knowledge of the policies, procedures, and regulations of administrative and departmental programs, and supervisory techniques, personnel policies, and procedures.

There are five classifications in this job. The information provided under each position code title represents a general description of the classification concept. To determine the appropriate level of the manager position, application of the Professional Managerial Position Evaluation System is required.

Position Code Title - Administrative Manager-1

Administrative Manager 12

The employee functions as a first-line professional manager of a professional position in a standard work area or a first-line professional manager of nonprofessional positions in a standard work area.

Position Code Title - Administrative Manager-2

Administrative Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

Position Code Title - Administrative Manager-3

Administrative Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, as a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title - Administrative Manager-4

Administrative Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

Position Code Title - Administrative Manager-5

Administrative Manager 16

The employee functions as a second-line professional manager of professional positions in a complex work area receiving executive direction, a third-line professional manager of professional positions in a complex work area, a third-line manager of professional positions in a standard work area receiving executive direction, or a fourth-line professional manager of professional positions in a standard work area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Executes plans, policies, and programs in business and financial affairs, property and equipment, supplies, housekeeping, clothing, food service, laundry, stores, forms, buildings and grounds maintenance, engineering and safety programs, and prison industries.

Develops budget recommendations for operating expenditures and/or capital outlay, personal services, equipment and materials, and maintains revenue as high as possible.

Consults with operating officials on program plans in relation to fiscal capacity.

Supervises such management planning activities as job analysis, organization studies, workflow, and simplification of systems and procedures for food service, physical plant, warehouse, accounting and finance, and prison industries.

Supervises the revision of rules, regulations, and procedures to meet changes in law and policy.

Formulate current and long-range programs, plans, and policies for departmental programs.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

Additional Job Duties

Administrative Manager 15 - 16

Represents management before employee groups, legislative committees, administrative bodies, and officials of other levels of government, training institutions, and professional organizations.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 12 level, thorough knowledge is required at the 13-15 levels, and extensive knowledge is required at the 16 level.

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

Knowledge of the principles and techniques of financial management.

Knowledge of official planning and management.

Knowledge of labor relations and equal employment opportunity policies and procedures.

Knowledge of the principles of office management including organization, work flow, forms, supplies, equipment, and procedures relating to filing, record keeping, correspondence, mail, procurement, stock keeping, and duplicating.

Knowledge of methods of research and analysis, work standards, and work simplification.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Ability to instruct, direct, and evaluate employees.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to obtain and analyze facts and precedents in making administrative decisions.

Ability to solve problems and make decisions.

Ability to formulate policies and procedures based on information of a conceptual nature from varied and complex sources.

Ability to establish and maintain effect relationships with government officials, private industry officials, professional personnel, and others.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Working Conditions

Some jobs are located in a correctional facility, mental health facility, social services agency, or hospital facility.

Physical Requirements

None

Education

Possession of a bachelor's degree in business administration, public administration, or a related field.

Experience

Administrative Manager 12

Three years of professional experience involving the application of the principles of finance or in one of the following areas of administrative management: human resources, information technology, purchasing, organizational analysis, or property management, including one year equivalent to the experienced (P11) level.

Administrative Manager 13 - 15

Four years of professional experience involving the application of the principles of finance or in one of the following areas of administrative management: human resources, information technology, purchasing, organizational analysis, or property management, including two years equivalent to the experienced (P11) level or one year equivalent to the senior, lead worker, or specialist (12) level.

Administrative Manager 16

Six years of professional experience involving the application of the principles of finance or in one of the following areas of administrative management: human resources, information technology, purchasing, organizational analysis, or property management, including two years equivalent to the 13-level specialist or manager.

Alternate Education and Experience

Administrative Manager 13 - 14

Education typically acquired through completion of high school and four years of experience equivalent to a Food Services Supervisor 11, Physical Plant Supervisor 12, or Industries Supervisor 13; or, two years equivalent to a Fire Safety Supervisor 12, Food Service Supervisor 12, Physical Plant Supervisor 13, or Industries Supervisor 14 may be substituted for the education and experience requirements.

OR

For positions in the Michigan Department of Corrections (MDOC), four years of professional experience at the P11 level or higher working in the MDOC may be substituted for the education and experience requirements.

Administrative Manager 15

Education typically acquired through completion of high school and four years of experience equivalent to an Industries Supervisor 12 or 13, or three years equivalent to an Industries Supervisor 14 may be substituted for the education and experience requirements.

Special Requirements, Licenses, and Certifications

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

ADMNSTMGR

Job Code Description

ADMINISTRATIVE MANAGER

Position Title

Administrative Manager-1

Position Code

ADMNMGR1

Pay Schedule

NERE-180

Administrative Manager-2

ADMNMGR2

NERE-182

Administrative Manager-3

ADMNMGR3

NERE-186

Administrative Manager-4

ADMNMGR4

NERE-188

Administrative Manager-5

ADMNSMG5

NERE-189

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