

ADMINISTRATIVE SERVICES MANAGER

DESCRIPTION OF WORK

Work of this class involves directing and supervising the complete business management functions for a highly specialized and technical program within a general governmental department, university, or medical complex.

Employees serve as the chief administrative official for a large program ranging from statewide law enforcement and criminal investigation to technical university and health affairs programs involving teaching, research, medical care and treatment, and centralized medical laboratory services. Employees usually report to technical program directors and are delegated all administrative program responsibilities involving business, personnel, and fiscal management. Work assignments are generally self-planned and performed with only administrative supervision and review due to the director's total involvement and commitment to the program's technical and professional functions. A characteristic of this class, which is not prevalent in other administrative classes, is the involvement from an administrative standpoint in the planning and accomplishment of program goals and the frequent involvement in such personnel management functions as recruitment, position classification and design, and organizational analysis which requires a general knowledge and understanding of the work of all technical and non-technical employees. Work requires considerable contact and liaison with officials within the department or university and with State level officials on budgeting, accounting, purchasing, and personnel matters.

EXAMPLES OF DUTIES PERFORMED

Supervises subordinate personnel in operational activities involving the control and approval of expenditures, purchasing of scientific and technical equipment and supplies; projects and estimates future personnel needs, space, and other physical resources.

Enforces administrative practices of the organization and State regulations pertaining to personnel, budget procedures, and purchasing.

Consults with professional directors of all clinical laboratories to evaluate and analyze present and future needs in terms of modern systems and procedures, personnel, and space; assists in formulating budgets for each laboratory; and assists in formulating written standards of performance for all laboratory personnel.

Assists in recruiting and screening of technical and non-technical personnel and in preparing job description for new positions or reclassifying present positions.

Keeps informed of new clinical laboratory procedures and equipment; keeps informed and develops skills in new management techniques and procedures.

Assists and advises department chairman regarding the overall planning and development of office space, research laboratories, and house staff facilities; initiates and approves all renovations, repair, phone installations, moving, and other physical requirements.

Assists in the preparation of federal grants; supervises the monitoring of grant budgets and expenditures.

Performs related duties as required.

RECRUITMENT STANDARDSKnowledges, Skills, and Abilities

Thorough knowledge of the principles and practices of business administration as applied to government programs.

Considerable knowledge of personnel management practices.

Considerable knowledge of State rules and regulations pertaining to budgeting, accounting, purchasing, and personnel management.

General knowledge of accounting practices and procedures.

Ability to plan, assign, and supervise the work of subordinate employees.

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Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness. Ability to exercise judgment and discretion in establishing, applying, and interpreting a wide range of administrative policies and procedures.

Ability to establish and maintain effective working relationships with departmental personnel, officials, and the general public.

Minimum Education and Experience

Graduation from a four-year college or university, preferably with a major in business or hospital administration, and four years of broad administrative experience in personnel, budgeting, accounting, and purchasing, or a combination there-of, involving participation in the planning and management of a business or governmental program; or an equivalent combination of education and experience.

(Specific administrative experience in the program field to which assigned such as in law enforcement programs, research, education, medical, and allied health programs is preferable).

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.