

The Maryland-National Capital Park and Planning Commission

TITLE: Administrative Services Division **GRADE:** K **CODE:** 2330
 Chief **DATE:** 1/13/88
SERIES: General Administrative

Class Definition

Under general direction, manages Administrative Services Division to perform difficult professional administrative work involving considerable responsibility, complexity, and variety. Plans, develops, and administers a wide variety of administrative and management systems/programs (e.g., budget, management information, public affairs, purchasing, personnel, park property management, volunteer services, park permit reservations system) for a major department. Coordinates activities with other Commission units. Performs other related duties as assigned.

Examples of Important Duties

1. Plans Division operations. Defines goals and objectives. Develops programs. Develops and interprets department-wide policies and procedures. Develops performance standards for programs. Monitors performance of programs. Works with department upper management to assure appropriate planning and utilization of department resources (fiscal, personnel, computer). Investigates complaints and other controversial matters. Submits periodic reports on Division performance. Represents the Director on administrative service matters.
2. Supervises Division staff. Plans, schedules and assigns work. Evaluates work and counsels staff on ways to improve performance. Selects and trains staff. Initiates disciplinary action. Approves timecards and leave requests.
3. Manages Division budget and has an oversight responsibility for operational division submissions concerning Administrative Services Program areas. Prepares annual divisional budget request. Controls expenditures in accordance with approved budget. Monitors department/division budget.
4. Resources management. Meets with Director and other top management staff to define needs, establish policies and procedures and make decisions regarding budget, management information, public affairs, purchasing, personnel and other administrative matters for department. Develops and monitors the Department's budget and advises Director on fiscal issues. Serves as official department liaison representative with Bi-County departments to coordinate department services/functions, resolve

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Examples of Important Duties (Continued)

problems and enhance department's working relationships. Presents issues to Planning Board and other formal entities.

5. Coordinates externally. Meets with public, community groups, business groups, responds to other government agencies to explain programs, seek cooperation, respond to requests and resolve complaints pertaining to budget, management information, public affairs, purchasing, personnel and other administrative matters for department.
6. Conducts research. Reviews technical literature, meets with vendors, exchanges information with other government agencies and attends professional conferences to identify new methods and technology which might be useful to Commission.
7. Communicates ideas. Writes a variety of correspondence and reports. Makes oral presentations before large groups.

Important Worker Characteristics

- A. Considerable knowledge of (1) accounting; (2) budgeting; (3) Commission activities;* (4) Commission organization;* (5) Commission policies and procedures;* (6) management; (7) personnel; (8) public administration; (9) purchasing; (10) statistical analysis; (11) supervision.
 - B. Ability to (1) solve complex problems involving many variables; (2) analyze data; (3) read technical reports and correspondence; (4) write technical reports and correspondence; (5) use proper spelling, punctuation and grammar; (6) make oral presentations to large groups; (7) speak clearly; (8) organize work efficiently.
- * Developed primarily after employment.

Minimum Qualifications

1. Bachelor's degree or four years experience in public or business administration or related fields and
2. Eight years of broad and varied experience as an administrative Specialist or related position that included two years of supervisory experience; or

3. An equivalent combination of education and experience.

Working Conditions

Works in office. Some driving. Considerable pressure to meet deadlines.