

The Maryland-National Capital Park and Planning Commission

TITLE: Administrative Program Manager
SERIES: General Administration

GRADE: K CODE: 2334
DATE: 12/1/89

Class Definition

Under general direction, manages the Administrative Management Office of the Department of Administration. Plans, develops and administers a wide variety of administrative and management systems/program on a Commission-wide basis (administrative policies, rules and procedures, employee relations and administrative support), and on a department-wide basis (computer services, budget and administrative services). Performs other related duties as required.

Examples of Important Duties

1. Defines goals and objectives for the division. Develops and interprets policies and procedures relating to preparation and control of the Commission's administrative policies and procedures.
2. Develops and administers employee relations programs to cultivate better relations among employees and to resolve problems. Apprises Commissioners and officials of sensitive employee relations matters.
3. Supervises the preparation of administrative and management studies to develop alternative policies and procedures, identify advantages and disadvantages, and assess overall benefits. Supervises development of the Commission's administrative practices (policy making system of regulations) and Merit System Rules and Regulations.
4. Supervises assigned staff. Plans, schedules, and assigns work. Evaluates work and counsels staff on ways to improve performance. Selects and trains staff. Initiates disciplinary action. Approves time cards and leave requests.
5. Manages Department budget and has an oversight responsibility for operational submissions and expenditures. Prepares annual budget. Controls expenditures in accordance with approved budget. Monitors budget expenditures.
6. Manages resources. Meets with Executive Director and other top management staff to define needs, establish policies and procedures, and make recommendations regarding budget, management, personnel and other administrative matters related to internal department programs and to policy for Commission-wide issues. Serves as liaison with Bi-County departments to coordinate

The Maryland-National Capital Park and Planning Commission

TITLE: Administrative Program Manager
SERIES: General Administration

GRADE: K CODE: 2334
DATE: 1/13/88

Examples of Important Duties (Cont.)

services/functions, resolve problems, and enhance inter and intra departmental working relationships.

7. Represents the Executive Director 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.
8. 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.
9. Communicates ideas. Writes a variety of correspondence and reports. Makes oral presentation before large groups.

Important Worker Characteristics

- A. Considerable knowledge of (1) Commission policies;* (2) budget processor; (3) Commission activities;* (4) Commission organization;* (5) Commission 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 presentation to large groups; (7) speak clearly; (8) organize work efficiently.

* Developed primarily after employment in this job class.

Minimum Qualifications

1. Bachelor's degree or four years experience in public or business administration or related field; 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.