

The Maryland-National Capital Park and Planning Commission

TITLE:           Administrative Manager  
SERIES:         General Administrative

GRADE: J      CODE: 2397  
DATE: August 5, 2003  
FLSA: Exempt  
EOC: Professional

Class Definition

Under general direction, plans, develops, coordinates, and supervises two or more significant, diverse, and complex administrative programs or functions for a department, such as human resources, budget, purchasing and contract administration, property management, or other areas of administrative management. Supervises professional staff engaged in developing and implementing programs and performing complex professional administrative work. Resolves highly complex and sensitive issues within program areas, both internally and externally. Performs other duties as assigned.

Examples of Important Duties

1. Manages professional administrative staff. Plans, schedules, and assigns work. Recruits, selects, trains, and evaluates staff. Evaluates work and counsels staff on performance improvement. Conducts performance appraisals. Approves time cards and leave requests.
2. Defines goals and objectives. Develops and implements policies and procedures. Coordinates activities both inside and outside the Commission. Prepares and submits complex reports, manuals, and statistical and budget data for programs. Performs cost and time analyses for work programs. Serves as department representative with central administrative offices.
3. Conducts complex studies to investigate management policies, procedures, practices, and equipment. Evaluates current and proposed systems. Estimates cost and impact of management alternatives. Drafts new policies and procedures.
4. Develops and writes complex administrative policies, procedures, and manuals. Supervises the development and implementation of comprehensive training programs, including negotiations with other government agencies, educational institutions, private contractors, and the development of promotional methods and materials.
5. Manages the full array of human resources functions for a department: recruiting, employee benefits, classification and compensation, employee relations, career development, and training.
6. Administers and coordinates the budget for a department. Analyzes past revenues and expenditures, program requirements, staff recommendations, and management directives to develop budget requests. Makes oral presentations to explain and justify budget requests. Develops administrative procedures to monitor, control, and estimate revenues and expenditures. Recommends reallocation of funds and other actions to stay within budget.
7. Manages purchasing function for a department. Develops policies and procedures for controlling purchasing through bids, purchase orders, and petty cash. Reviews and approves complex bids and purchase orders. Negotiates contract proposals and change orders. Monitors and evaluates performance of vendors and contractors. Administers and interprets business portion of contracts. Approves payments to vendors and contractors.
8. Coordinates and implements the procurement of a wide variety of goods and services including construction, professional services, commodities, high technology equipment, and supplies.

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Examples of Important Duties (Cont'd)

Negotiates contracts, either individually or as part of a team. Issues instructions to and solicits technical information from contractors and vendors to develop bid specifications for the most complex types of services or equipment. Monitors contract performance and interprets contracts. Suspends and terminates contracts as appropriate.

9.      Represents department at meetings and in administrative program matters.

Important Worker Characteristics

Considerable knowledge of: (1) business management; (2) supervision; (3) human resources; (4) budgeting; (5) purchasing and contract administration; (6) statistical analysis; and (7) Commission activities, organization, policies, and procedures. \*

Skill in operation of: office equipment, including personal computer with applicable software.

Considerable ability to: (1) solve complex problems involving many variables; (2) analyze data; (3) write technical and complex reports and correspondence; (4) use proper spelling, punctuation, and grammar; (5) make oral presentations; and (6) negotiate.

\*Developed primarily after employment.

Minimum Qualifications

1.      Bachelor's degree in business administration, management, or related subject; and
2.      Eight years of progressively responsible administrative experience related to the needs of the department to which the position is assigned, including two years of progressively responsible supervisory or project management experience; or
3.      An equivalent combination of education and experience.

Working Conditions

Works in office environment that is adequately lighted, heated, and ventilated. Considerable pressure to meet deadlines.