



## **Senior Department Administrative Manager**

**Category:** Exempt  
**Pay Grade:** E25  
**Job Code:** 11342

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs highly responsible administrative and supervisory work assisting a bureau director in planning and directing complex departmental projects or support services and operations; manages technical, supervisory, and clerical/accounting personnel, engaged in various support activities or directing work efforts of various staff, professionals, or consultants; relieves the director of designated administrative details by managing budget preparation and administration, financial management and projections, personnel administration, departmental service programs, conducting special studies, or managing complex projects; plans, directs, and reviews work of personnel engaged in customer service, budget control, financial management, and related administrative department operations.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Supervises professional, supervisory, accounting, and clerical personnel engaged in support activities, budget preparation and administration, payroll, departmental service programs, purchasing, property inventory control, personnel management, and selection, hiring, training, and evaluation of subordinate personnel;
- Directs department accounting, budget, and fiscal operations, and information systems;
- Supervises and participates in special studies, surveys, policies, and procedures updates, and collecting data on difficult operational problems and recommends solutions or courses of action;
- Manages complex departmental projects;
- Plans, directs, implements, and supports automation of office systems, contract reviews, procedures, programs, and equipment, evaluates office automation systems and equipment needs, coordinates with other department personnel regarding hardware and software needs, and coordinates installation and operation of same;
- Liaisons for intra and interdepartmental functions;
- Represents bureau director at meetings, conferences, and in administrative matters, when requested;
- Provides training, support, and assistance to staff, managers, and customers;
- Manages purchase cards;
- Attends meetings;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Eight (8) years of administrative and program operations experience assisting a departmental director in planning and directing complex departmental support services and operations in the hiring department unit's principal designated subject matter mission or directly related field (e.g., named department operations/activities or directly related organization) that includes lead worker, supervision, or supervisory training; or an Associate's degree in business administration, finance, economics, or related field and six (6) years of experience as described above; or a Bachelor's degree and four (4) years of experience as described above; or an equivalent combination of education, training, and/or experience.

**Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities:**

- Knowledge of principles and practices of governmental organization and management;
- Knowledge of governmental accounting practices and procedures, budget preparation, and monitors performance of accounting transactions;
- Knowledge of current personnel, finance, and business administration techniques, and skill in performance within a large organization;
- Knowledge of the laws, rules, and regulations governing the County and its budgetary fiscal record-keeping;
- Skill in selecting new employees and ability to plan, direct, assign, instruct, supervise, and evaluate the work performance of technical, supervisory, and clerical personnel;
- Ability to analyze data and make recommendations based upon findings;
- Ability to apply computer applications and software;
- Ability to direct and monitor specialized department projects, programs, and activities;
- Ability to communicate effectively, orally and in writing, with superiors and subordinates, prepare estimates, and maintain cost records;
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to communicate information in reports, etc.;
- Ability to establish and maintain effective working relationships with superiors, fellow employees, and others.

**PHYSICAL/MENTAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.