



## **Department Administrative Manager**

**Category:** Exempt  
**Pay Grade:** E24  
**Job Code:** 11340

*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 Departmental Director or senior management official in planning and directing complex departmental support services and operations; manages technical, supervisory, and clerical/accounting personnel engaged in various support activities; relieves the department head of designated administrative details by managing budget preparation and administration, financial management and projections, personnel administration, departmental service programs, and conducting special studies; plans, directs, and reviews the work of personnel engaged in customer service, budget control, financial management, information system planning, and related administrative departmental operations.

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

- Supervises subordinate professional, supervisory, accounting, and clerical personnel engaged in support activities such as record maintenance, budget preparation and administration, payroll, departmental service programs, purchasing, property inventory control, and personnel management;
- Interviews, hires, trains, and evaluates subordinate staff personnel;
- Directs the accounting, budgeting, and fiscal operations of the department;
- Provides support to special projects such as applications for grants and awards, and environmental remediation;
- Develops, negotiates, and monitors leasing contracts;
- Supervises and participates in special studies, surveys, and the collection of information on difficult operational and administrative problems and prepares reports recommending solutions or courses of action;
- Plans, directs, implements, and supports the automation of office systems, 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;
- Coordinates and provides intra and interdepartmental liaison functions;
- Coordinates personnel activities for assigned department;
- Coordinates the activities of volunteer personnel as needed within the section or department;
- Acts for department head, as delegated, at meetings, conferences, and in administrative matters;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

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

Seven (7) 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 five (5)

years of experience as described above; or a Bachelor's degree and three (3) 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 public administration principles and practices;
- Knowledge of accounting practices and procedures and the ability to apply such knowledge to accounting transactions;
- Knowledge of modern techniques, methods, procedures, principles, and practices of all phases of personnel, finance, and business administration as applied in a large organization and the ability to apply them;
- Knowledge of office automation and data processing principles and practices;
- Knowledge of the laws, rules, and regulations controlling budgetary fiscal record keeping;
- Knowledge of the principles and procedures of governmental budget preparation;
- Ability to apply computer applications and software;
- Ability to plan, direct, assign, instruct, review, and evaluate technical, supervisory, and clerical personnel;
- Ability to plan, direct, supervise, coordinate, organize, and inspect specialized departmental projects, programs, and activities;
- Ability to prepare written reports, estimates, and cost records;
- Ability to analyze and solve administrative problems and to render advice and assistance on them;
- Ability to supervise the work of subordinate staff.

**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.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- 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.