

# Administration Management: Manager, Administration

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Supervises employees in central office service activities for optimum utilization of services and equipment including receptionists, duplication, records (filing), word processing, messenger service, supplies, mail services, telecommunications, telephone and fax services, secretarial services, cafeteria, and building security. Arranges for purchase of office supplies and equipment. May also supervise maintenance and alteration of office areas and equipment layout and housekeeping.

## **Management Role**

Accomplishes results through subordinate supervisors, or exempt specialist employees.

## **Policy and Strategy**

Interprets and administers policies, processes, and procedures that may affect sections and subordinate work areas.

## **Freedom to Act**

Assignments are defined in terms of activities and objectives. Work is reviewed upon completion for adequacy in meeting objectives.

## **Impact**

Decisions have an impact on work processes and outcomes. Erroneous decisions or recommendations or failure to complete assignments normally result in serious delays and considerable expenditure of additional time, human resources, and funds.

## **Liasion**

Interacts frequently with internal personnel and outside representatives at various levels. Participates and presents at meetings with internal and external representatives. Interaction typically concerns resolution of operational and scheduling issues.

## **Minimum Education and Experience**

Bachelor's Degree in Business or related field and 10+ years of diverse professional experience which may include 5+ years managing respective area.