

# Market Range Detail - Administrative Services Manager

## Effective Date

June 22, 2015

## Market Range Title Description

Administrative Services Managers are responsible for a broad range of activities in the overall planning and management of department administrative functions for a small department. Administrative functions typically include general administration, human resources, finance/budget, strategic planning/managing for results, facilities, contract administration, procurement, information technology activities, etc.

## DISTINGUISHING CHARACTERISTICS

These positions oversee the administrative functions of a small department whereas Administrators oversee the administrative functions of a large department.

Develops and implements department administrative policies and procedures. Oversees and manages the department budget to include participating in the budget process, identifying staffing, equipment, facilities and related needs, and overseeing and/or approving purchases. Research and resolve complex administrative and operational issues. Leads and conducts studies and projects related to administrative and operational concerns. Participates in the development of the department's strategic plans; identifies goals, objectives, performance measures and related parameters; determines compliance with overall and specific strategic plans; as required, makes recommendations regarding additions to or changes of strategic plans, goals and/or objectives. Develops and implements long-range strategic goals and objectives. Supervise, manage, evaluate and train a division of administrative staff including directing/monitoring workload and quality of work. Organizes and supervises the activities of staff; participates in the hiring process; interviews and/or recommends selection of new hires; prepares work schedules; assigns/reviews work; sets up, monitors, oversees, provides and/or evaluates training. Monitors staff performance; coaches and prepares performance appraisals; provides input and makes recommendations regarding discipline and/or discharge; reviews and approves approval of employee absences. Responds to inquiries, complaints and conducts investigations and inquiries; determines and provides response.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$27.68	\$35.37	\$43.06

## Likely Minimum Qualifications

- Other combinations of education and experience may be considered in substitution for the minimum qualifications.
- Bachelor's Degree in Business, Human Resources, Public Administration or other closely related field.
- Three (3) years of progressively responsible administrative experience and/or supervisory experience.

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.