

ADMINISTRATIVE OFFICER III

This is administrative and managerial work in the direction of a large multifaceted program in a state agency, hospital, university or other institution. Employees in this class have significant accountability for planning, program development and implementation. Work includes responsibility for direct supervision of all employees in the program area and technical direction over other managers in the utilization of services. Work assignments are generally self-planned, but require frequent interaction with higher level administrators, other employees in the agency, and personnel in other state agencies. Employees exercise considerable independence in carrying out broad program responsibilities. Work is performed under the general supervision of a higher level administrator and is evaluated for effectiveness of operations and accomplishment of goals and objectives.

I. SUPERVISORY AND MANAGERIAL FUNCTIONS:

Planning - Employee provides considerable input into planning for major changes and new systems. Within the program area, the employee plans for fiscal resources, space utilization and for the operation of on-going programs to meet goals and objectives.

Organizing and Directing - Employee makes minor to major changes in work methods and procedures to meet goals and program deadlines. Written standards of performance and work priorities are initiated by the employee to assure achievement of program objectives.

Budgeting - Employee develops the budget and justifies budget requests to higher level administrator. Employee monitors the budget and provides continuous control.

Training - Employee provides on-the-job training to new employees and assesses training needs for all employees; recommends individual employees for specialized training.

Setting Work Standards - Employee establishes and maintains work standards to meet programmatic requirements such as, JCAH certification in hospitals and institutions, and federal and state requirements to meet terms of contracts and grants.

Reviewing Work - Employee reviews work of subordinates through reports and periodic conferences. Some work on special projects is reviewed in progress. Individual work plans are analyzed and discussed with subordinates.

Counseling and Disciplining - Employee assures adherence to agency and state grievance and appeals procedures, and resolves minor problems and complaints. Disciplinary action is discussed with higher level supervisor or administrator.

Performing other Personnel Functions - Employee interviews applicants and makes recommendation for hiring. Employee has considerable influence on salary increases and promotions based on performance evaluation.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Change in program emphases and resources may necessitate frequent change in program assignments, methodology and guidelines.

Variety of Work Supervised - Employee has responsibility for broad administrative program services including personnel, financial, and facilities management.

Number of Employees Responsible For - Employee is responsible for 5 to 50 employees.

III. EXTENT OF SUPERVISION RECEIVED: Considerable independence is exercised in carrying out program objectives. Employee confers with higher level administrator on policy questions. Effectiveness of the program is reflected through objectives achieved.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: N/A

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of the principles and practices of business administration as applied to government programs.

Considerable knowledge of office procedures practices and equipment.

Ability to initiate and implement administrative programs and procedures, and to evaluate their effectiveness.

Ability to exercise judgment and discretion in establishing, applying and interpreting a wide range of administrative policies and procedures.

Ability to plan, assign and supervise the work of subordinate employees, and to establish and maintain effective working relationships with agency personnel, officials and the general public.

Minimum Training and Experience - Graduation from a four-year college or university with a major emphasis on coursework in business or public administration, or a related field and four years of administrative experience involving participation in planning and managing of a business or governmental program; and preferably including experience in the technical area of program field to which assigned; or an equivalent combination of training and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.