



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 303.2

Job Title: **ADMINISTRATION MANAGER(EXE LEV)**

Pay Grade: 26

GENERAL SUMMARY:

Performs substantially complex and varied administrative functions in the direction and coordination of programs and procedures in the assigned department.

RESPONSIBILITIES:

- Manages major departmental functions. Establishes goals, evaluates section performance, develops and evaluates subordinates, and develops and manages the budget.
- Directs and reviews the development, implementation and maintenance of specific department projects and/or policies.
- May manage department financial operations, including budget planning, revision, integration and oversight, project cost analysis, expenditure control and accounting procedures.
- Coordinates special projects, including planning, research, presentations, promotions and evaluation.
- May direct and review vendor monitoring and evaluation.
- Directs staff services, including personnel, purchasing and public relations.
- Interviews job applicants and oversees department payroll/personnel procedures for assigned department.
- Maintains department personnel and attendance records.
- Investigates special problems encountered by employees. Responds to inquiries from the general public that extend beyond the normal scope of subordinates.
- Provides leadership, guidance, training and advice to subordinates.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Business Administration, Management or closely related field.

EXPERIENCE:

Six years of pertinent, progressive professional experience in personnel, administration, accounting or a closely related field are required.

A Master's degree in Business Administration, Public Administration or a field closely related to the work being performed may be substituted for two years of experience.

Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work could lead to moderate expenses and inconveniences. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation in setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions such as hirings, terminations and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

JOB FAMILY:

Administrative Supervisor
Administrative Supervisor (Executive Level)
Administration Manager (Executive Level)

*Effective Date July 1991
Revised Date: August 2000*