

**ADMINISTRATIVE SERVICES MANAGER I**

**Nature of Work:** Under administrative direction, manages an organizational unit providing administrative and support services (i.e., budgeting, purchasing, personnel, business operations, etc.) in a division where operations, policy, work processes, and regulatory requirements of the unit are predictable and stable. Involves the supervision of professional, technical, and clerical employees. The scope of responsibility includes planning the operations and procedures; directing the work of employees; developing employees; evaluating unit operation; developing budget needs; researching new procedures and improvements; interpreting statutes, regulations and policies. Performs related work as required.

**Distinguishing Characteristics:** The Administrative Services Manager I is distinguished from the Administrative Services Manager II by the responsibility to manage a department-wide administrative support function or a secondary mission, or unit of a primary statewide mission of the department.

**Examples of Work**

Plans, develops, and executes through professional, technical, and clerical staff, a secondary mission of a statewide program or a primary department-wide program.

Directs the daily operations of the staff and may direct regional or other field staff.

Develops and implements operating procedures within regulatory and statutory guidelines; develops and approves forms and procedures.

Renders decisions in unusual or priority situations; consults with supervisors and other state managers in reviewing same.

Evaluates the operations and procedures of the unit for efficiency and effectiveness.

Recommends the selection and assignment of staff to supervisors; conducts interviews and background evaluations for prospective employees.

Determines need for training and staff development and provides training or searches out training opportunities.

Assists in the development of the division and/or agency budget for personnel services, supplies, and equipment.

Researches professional journals, regulations, and other sources for improvements to agency and unit programs and procedures.

Compiles a variety of data related to the operation of the unit and/or the agency.

Interprets statutes, regulations and policies to staff, other managers, and the public.

May serve as a witness in grievance hearings or other administrative hearings.

Prepares reports reflecting the operational status of the unit and or agency programs.

**Knowledge, Skills and Abilities**

May participate in local conferences and meetings.

Knowledge of the organization and programs of the agency or department.

Knowledge of the principles and techniques of management, including organization, planning, staffing, training, budgeting, and reporting.

Knowledge of state government organization, programs and functions.

Knowledge of state legislative processes.

**ADMINISTRATIVE SERVICES MANAGER I (CONT'D)**

**Knowledge, Skills and Abilities (cont'd)**

Knowledge of federal, state, and local government relationships as they relate to the program, mission and operations of the unit and/or department.

Ability to plan, direct, and coordinate the program and administrative activities of the unit.

Ability to supervise others.

Ability to evaluate operational situations, analyze data and facts in preparation for administrative and policy decisions.

Ability to establish and maintain effective working relationships with other government officials, employees, and the public.

Ability to present ideas effectively, both orally and in writing.

**Minimum Qualifications**

**Training:** Graduation from a regionally accredited college or university with a degree in the area of assignment.

**Substitution:** Experience as described below may substitute for the training requirement on a year-for-year basis.

**Experience:** Four years of full-time or equivalent part-time paid administrative or supervisory experience in the area of assignment.

**Special Requirement:** A valid West Virginia drivers license may be required.

**AREAS OF ASSIGNMENT**

Accounting, Auditing  
Budget and Budget Planning  
Banking and Financial Institutions  
Communication  
Criminal Justice/Law Enforcement  
Data Processing  
Facilities Management  
General Supervisory  
Health/Health Related  
Hospitality  
Insurance and Retirement  
Personnel Administration  
Printing  
Public Transportation  
Purchasing  
Skilled and Unskilled Labor, Trades  
Training

Established: 9/19/90  
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