ADMINISTRATIVE SERVICES MANAGER 2

Nature of Work: Under administrative direction, manages an organizational unit providing administrative and support services (i.e., budgeting, accounting, purchasing, personnel, business operations, etc.) in a division. The operations, policy, work processes, and regulatory requirements of the unit are moderately complex, varied and dynamic, requiring some depth of analysis and interpretation of theory, principles, practices, and regulations of a professional or administrative field. Involves the supervision of professional, technical, and clerical employees. The scope of responsibility includes planning the operations and procedures of the unit; directing the work of employees; developing employees; evaluating unit operations; developing budget needs; researching new procedures and improvements; interpreting statutes, regulations, and policies. Performs related work as required.

Distinguishing Characteristics: The Administrative Services Manager 2 is distinguished from the Administrative Services Manager 1 by the responsibility to manage a complex secondary mission or unit of a primary statewide mission of the department. The allocations of positions to this class is determined by the higher complexity of the work performed relative to that assigned to the Administrative Services Manager 1 class.

Examples of Work
- Plans, develops, and executes through professional, technical, and clerical staff, a complex 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.
Examples of Work (cont'd)
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.
May participate in local conferences and meetings.

Knowledge, Skills and Abilities
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.
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: Five 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.
ADMINISTRATIVE SERVICES MANAGER 2

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
Insurance and Retirement
Personnel Administration
Printing
Public Transportation
Purchasing
Skilled and Unskilled Labor, Trades
Training

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