

**ADMINISTRATIVE SERVICES MANAGER 4**

**Nature of Work:** Under administrative direction, performs administrative work at the advanced level, managing an organizational section providing administrative and support services in a department where operations, policy, work processes, and regulatory requirements of the section are complex, varied, dynamic. Work requires substantial depth of analysis and interpretation of theory, principles, practices, and regulations of a professional or administrative field. Duties involve the supervision of managerial, 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. Positions at this level report to the division head and have primary responsibility for the administrative support functions for a large state division. Performs related work as required.

**Distinguishing Characteristics:** The Administrative Services Manager 4 is distinguished from the Administrative Services Manager 3 by responsibility to manage a statewide administrative function of the largest state divisions. Positions in this class have responsibility for managing multiple units of a diverse administrative support function (i.e., accounting, purchasing, printing, etc.) in the largest state divisions and where significant federal relationships are involved in the fiscal and administrative function. Typically, positions in this class manage the section through subordinate Administrative Services Managers.

**Examples of Work**

- Plans, develops and executes through managerial, professional, technical, and clerical staff, a statewide administrative support program of considerable complexity.
- 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 superiors and other state managers in reviewing same.
- Evaluates the operations and procedures of the unit for efficiency and effectiveness.

**ADMINISTRATIVE SERVICES MANAGER 4 (CONT'D)****Examples of Work (cont'd)**

- Recommends the selection and assignment of staff to superiors; conducts interviews and background evaluations for prospective employees.
- Determines need for training and staff development and provides training or searches out training opportunities.
- Develops the section and division program and administrative budget.
- Researches professional journals, regulations, and other sources for improvements to agency and unit programs and procedures.
- Directs the compilation of a variety of data related to the operation of the unit and/or the agency.
- Interacts effectively with national and state officials on the granting and use of federal funds for program and administrative needs.
- Interprets statutes, regulations and policies to staff, other managers, and the public.
- Prepares reports reflecting the operational status of the unit and or division programs.
- Participates in national, state and local conferences and meetings.

**Knowledge, Skills and Abilities**

- Knowledge of the organization and programs of the division 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 federal and 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 or section.
- 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.

ADMINISTRATIVE SERVICES MANAGER 4 (CONT'D)

**Minimum Qualifications (cont'd)**

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

**Substitutions:** (1) Experience as described below may substitute for the training requirement on a year-for-year basis. (2) For positions in the Accounting, Auditing Area of Assignment, certification or registration as a public accountant in West Virginia may be substituted for the training and two years of the required experience.

**Experience:** Seven 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.

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**ADMINISTRATIVE SERVICES MANAGER 4**

**AREAS OF ASSIGNMENT**

Accounting, Auditing

Budget and Budget Planning

Data Processing

Facilities Management

Health/Health Related

Insurance and Retirement

Purchasing

Established: 11/21/91  
Revised: 1/23/93, 2/24/99, 12/18/02, 11/18/04  
Effective: 11/18/04