

## **CLASS TITLE: ADMINISTRATION MANAGER**

**PURPOSE OF THE CLASSIFICATION:** Under general direction is responsible for management, supervision and performance of administrative functions including budget, personnel, payroll, accounting and revenue management, performance audits, records management, contracts and computer systems, and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Communicates procedures and system support capabilities and processes to all levels of the department and trains individuals and groups on expected outcomes defined by adopted standards
- Monitors and evaluates progress and performance of individuals and work groups
- Manages development, implementation and maintenance of cost accounting systems and trains individuals and groups in their use
- Manages and supervises department's payroll/personnel system, purchasing, and accounting and revenue functions
- Manages and supervises department's administrative section clerical group and computer support analysts
- Prepares and manages administrative division's budget and department's budget
- Assists with surveys and other studies and collects information on operations and administrative problems
- Monitors and balances various financial accounts
- Analyzes results of studies and reports possible solutions
- Prepares procedure manuals and develops formal statements of improved procedures, methods, and systems of operations
- Develops requests for federal grants, manages contracts, and makes necessary reports to the Federal government and other agencies
- Acts as department's liaison with various other City departments
- Supervises management of various file systems
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business administration, public administration, accounting, finance, or a closely related field, and five (5) years of responsible administrative experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of business organization and management; considerable knowledge of data analysis, research methods and report presentations; good knowledge of personnel management, budget preparation, and accounting principles; and considerable knowledge of computer software packages and local area networks. Ability to prepare and present reports; ability to review, analyze, draw conclusions from, and present data clearly and concisely; ability to communicate effectively, both verbally and in writing; and the ability to utilize the highest level of within or outside the organization.

Physical requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, ten-key, and telephone; occasional lifting and carrying up to 20 pounds; occasional pushing and pulling up to 10 pounds; may be subject to walking, standing, sitting, reaching, bending, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

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**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting.

**Class Code:** 1030

**EEO Code:** E-02

**Pay Code:** EX-44

**Group:** Cultural, Legal & Sciences

**Series:** Parks & Recreation Management

**Effective Date:** July 1, 2000