



**Code: 0394**

Family: Clerical and Office Administration

Service: Administrative

Group: Clerical, Accounting and General Office

Series: General Administrative

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## **CLASS TITLE: ADMINISTRATIVE MANAGER**

### **CHARACTERISTICS OF THE CLASS**

Under direction, manages and directs administrative, fiscal and procurement functions in a police district or City department, and performs related duties as required

### **ESSENTIAL DUTIES**

- Manages staff engaged in various administrative and clerical support activities including purchasing, timekeeping and payroll, personnel processing, record keeping, facilities maintenance, voucher processing and accounts payable functions
- Develops and implements administrative work procedures to ensure the efficiency of support functions and office operations
- Prepares budgets and oversees the maintenance of accounting and financial records and prepares various fiscal reports to account for corporate and non-corporate fund expenditures
- Coordinates the preparation of contract specifications and documents for the purchase of equipment, professional services and other goods and supplies
- Coordinates with vendors, consultants and City personnel to facilitate the implementation of new information systems and acquisition of new computer equipment
- Oversees the preparation of operation and special program budgets
- Coordinates work efforts with the Department of Finance on accounts payable functions, authorizing payment to vendors for goods and services received
- Advises management on budgetary requirements and personnel rules, policies and procedures
- Administers personnel programs at the district or departmental level including employment hiring and processing, progressive discipline, and employee relations functions
- Ensures proper maintenance of facilities including provision of needed custodial services and maintenance and storage of records
- Establishes work standards and evaluates staff performance
- Prepares reports on productivity/performance, operating and personnel costs and administrative work operations for management review
- Prepares grant applications for federal and state funding of programs, as required
- Participates on projects to streamline administrative and programmatic procedures in order to create cost efficiencies

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Nine (9) years of budgetary, personnel or office administration experience, of which two (2) years are in a supervisory role related to the responsibilities of this position, **OR**
- Graduation from an accredited college with an Associate's degree in Business Administration, Public Administration, or a directly related field, plus seven (7) years of budgetary, personnel or

office administration experience, of which two (2) years are in a supervisory role related to the responsibilities of this position, **OR**

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or a directly related field, plus five (5) years of budgetary, personnel or office administration experience, of which two years are in a supervisory role related to the responsibilities of this position, **OR**
- Graduation from an accredited college or university with a Master's degree in Business Administration, Public Administration, or a directly related field, plus four (4) years of budgetary, personnel or office administration experience, of which two (2) years are in a supervisory role related to this position

### **Licensure, Certification, or Other Qualifications**

- None

### **WORKING CONDITIONS**

- General office environment

### **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

### **PHYSICAL REQUIREMENTS**

- No specific requirements

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

#### **Knowledge**

Considerable knowledge of:

- \*financial and accounting principles and practices

Moderate knowledge of:

- \*human resource administration principles and practices
- \*business administration principles and practices
- \*supervisory methods, practices, and procedures

Some knowledge of:

- \*applicable federal, state and local laws, regulations, and guidelines
- \*report preparation methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

#### **Skills**

- \*ACTIVE ENGAGEMENT - Give full attention to what other people are communicating, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making

- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*MANAGEMENT OF FINANCIAL RESOURCES – Determine how money will be spent to get the work done and account for these expenditures
- \*MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.