MANAGEMENT SPECIALIST

DEFINITION:

Under direction, assists the principal executive or administrative officer in the performance of managerial duties; does related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Reviews programs and activities and evaluates administration, objectives, efficiency, effectiveness, and suitability to current conditions, costs, and accomplishments.

Plans, organizes, and assigns the work of the organizational unit and evaluates employee performance and conduct, enabling the effective recommendation of the hiring, firing, promoting, and disciplining of subordinates.

Appraises adequacy and efficiency of operating systems.

Analyzes and resolves problems.

Compiles and interprets data.

Assists in the installation of administrative improvements including work systems, organizational changes, and program procedures.

Meets with the public.

Prepares reports and correspondence.

Assists the principal executive or administrative officer in the performance of varied functions which may include policy planning, budget preparation, finance administration, personnel, management, job training, systems operations, public relations, purchasing, and administrative research.

Investigates complaints and refers to the appropriate agency for remedial action.

Assists in coordinating the work of various units.

Monitors compliance with directives of the principal executive or administrative officer.

Obtains, directs, and administers federal, state, local, and private financial aid grants, contracts, and awards.

Speaks before various civic and community organizations and groups.

Maintains inventory of equipment and supplies.

Assists in preparing ordinances or resolutions.

Assists in the implementation of programs and plans enacted by the governing body.

Studies management methods to improve workflow, simplify reporting procedures, or institute cost reductions.

Analyzes, establishes or revises existing procedures.

Coordinates collection and preparation of operating reports.

Interviews prospective employees.

Conducts orientation of new employees and plans training programs.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not meet the above educational requirement may substitute additional experience as described below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE:

Two (2) years of experience in the review, analysis, and evaluation of budget, organization, and administrative practices and recommending improved methods, and/or administrative experience in varied phases of business, industrial, or government involving the organization, direction, planning, coordination, or control of programs or activities.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of administrative practices.

Knowledge of the methods used to gather and analyze information.

Ability to establish and maintain cooperative working relationships with those interested or involved in the work of the unit.

Ability to review and evaluate programs and procedures.

Ability to plan, organize, and coordinate activities of diversified units.

Ability to interpret laws, rules and regulations and apply them to specific situations.

Ability to evaluate and revise office systems and procedures.

Ability to compile and interpret data.

Ability to analyze and resolve problems.

Ability to prepare correspondence and informative reports.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.