

JOB TITLE	LEVEL	GRADE	JOB. NO.
Manager II	E-3	04	611

DEFINITION

This is responsible managerial work which may involve supervision over a medium-sized office unit or advanced managerial work of comparable responsibility. Employees in this class are responsible for a variety of tasks. This work involves the application of initiative and independent judgment. Employees are responsible for making decisions requiring knowledge of applicable functions, rules, and regulations of the institution in which employed; however, technical or policy problems are normally referred to supervisors for decisions or explanation. Work is reviewed by supervisor through a review of reports and general observation of daily operations for compliance with established procedures and practices. Assignments may require operation of computer and other equipment.

EXAMPLES OF WORK PERFORMED

(Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed.)

- ◆ Plans, assigns, and reviews the work of a medium-sized support staff engaged in delivering support services.
- ◆ Supervises and participates in the operation of a variety of delivery services.
- ◆ Assists in the preparation of forms and statements.
- ◆ Trains employees in the operation and care of equipment in the assigned area; coordinates work activities for other employees.
- ◆ Composes routine correspondence and other material.
- ◆ Performs usual office work, such as posting, tabulating, calculating, and applying formulas to data and personnel.
- ◆ Assists supervisor in a variety of administrative detail matters and supervises office operation; performs skilled managerial tasks.
- ◆ Maintains responsibility for monies received and disbursed; prepares financial statements.

- ◆ Maintains files, forms, and other materials relating to the assigned service area.
- ◆ Inventories and orders supplies or equipment; prepares and expedites purchase orders; assists in solving problems relating to orders.
- ◆ Receipts all sales; makes charge vouchers and prepares deposits for business office.
- ◆ Maintains journals and ledgers on sales and charges; enters data into computer.
- ◆ Complies with all policies of the Alabama Community College System and the College.
- ◆ Performs other related work as assigned.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Effective oral and written communication skills.
- ◆ Ability to make decisions in accordance with laws and regulations and applies them to work problems.
- ◆ Ability to coordinate assigned activities.
- ◆ Ability to help plan and supervise the work of subordinates.
- ◆ Ability to understand and carry out moderately complex oral and written instructions.
- ◆ Knowledge of advanced word processing, including merge functions, database, and spreadsheet (*Computer Level II Exam*).
- ◆ Working knowledge of office procedures, general office procedures, GSCC procedures, composition, machine transcription, and records management (*Office Procedures Level II Exam*).
- ◆ Ability to keyboard at a minimum of *40 correct (net) words per minute for 3 minutes*.
- ◆ Familiarity with the operation of standard office equipment.
- ◆ Ability to establish and maintain effective working relationships with other employees and the public.
- ◆ Ability to maintain confidentiality of information.

QUALIFICATIONS

Education:	Two (2) years of postsecondary education with a minimum of 15 semester hours in business or office-related coursework.
Experience:	Six (6) years of experience in a related area, <i>with three (3) years of experience as Manager I.</i>
Personal Qualities:	Friendly personality; enthusiastic positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic.