

**Classification Specifications  
Administrator**

Classification Series/Occupational Group: Management & Executive Classification Title: Administrator DBM Range: E81-E83 # of Subgrades: 3 FLSA: Exempt		<p><b>Class Specifications:</b> Incumbents in the Management series are responsible for the overall management and direction of a variety of administrative departments, programs and service offerings that allow the County to function fiscally, administratively, technologically and/or physically. While the level of authority of individual incumbents varies significantly across classification levels, all positions are responsible for the management and supervision of lower level staff.</p> <p>Incumbents apply advanced management principles by employing strategic thinking generally acquired through significant managerial experience. Decisions made at this level involve the development of broad organizational strategies for the assigned department(s) and/or functions and therefore determine the precedent and guidelines under which all lower levels operate.</p> <p>Positions at this level may advise the Board of Commissioners on policy or decisions with county-wide impact.</p> <p>Incumbents at this level are responsible for leading and directing the work of lower level managers, supervisors, professional and specialized staff. Incumbents exercise considerable authority over the resources and staff assigned to their area.</p>			
Characteristics	Work Diversity	Complexity	Knowledge	Responsibility	Classification Level Distinctions
E81	<b>Mixed:</b> Major job responsibilities exhibit a moderate degree of diversity often requiring the application of divergent areas of knowledge, skills and abilities to the leadership of multiple professional functions.	<b>Standard:</b> Most difficult job responsibilities typically performed for less than 50% of the employee's time.	Possesses and applies broad professional knowledge and experience to the management of one or more major functions or departments. Has well developed leadership skills.	Leads and directs the operations of a significant department(s) or function(s). Develops and implements policies and procedures to ensure alignment with broader goals. Manages professional and managerial staff.	
E82	<b>Heterogeneous:</b> Major job responsibilities require the application of varying and diverse knowledge, skills and abilities to the leadership of a multiple complex professional functions.	<b>Significant:</b> Most difficult job responsibilities generally account for 50% or more of the employee's total work time.	Possesses and applies complex and diverse professional knowledge and experience to the management of one or more major functions or departments. Has well-developed leadership skills.	Manages and provides expert direction to a significant department(s) or professional function(s). Develops and implements policies and procedures to ensure alignment with broader goals. Manages professional and managerial staff.	
E83	Heterogeneous: Major job responsibilities require the application of varying and diverse knowledge, skills and abilities to the leadership of the County.	Significant: Most difficult job responsibilities generally account for 50% or more of the employee's total work time.	Possesses and applies complex and diverse professional knowledge and experience to the Management of the County. Has well developed leadership skills.	Manages and provides expert direction to the BOC & County. Develops & implements policies and procedures to ensure alignment with the broader County organizational goals.	