

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Administrative Support Manager 1		Class Code: 002TC1
	FLSA Status: Exempt	Salary Schedule: PAT 1	Effective Date: 10-9-14
	Summary Incumbent responsible for complex administrative and managerial work in the operation of a significant program area in a state agency.		

Duties:

- Incumbent coordinates the financial operations of a state facility including purchasing, cost analysis, allocations and disbursement of funds;
- Incumbent supervises facility/agency management professionals;
- Serves on management teams, such as financial and computer committees and represents the facility/agency at state functions;
- Conducts audits/reviews of the processing of requisitions, purchase orders, partial delivery reports, contract invoice vouchers, travel expense vouchers and work orders;
- Sets standards for employees' work profiles/performance plans and evaluates employees' annual performance appraisals;
- Coordinates the budget data and prepares the budget of the Office of Materials Management;
- Provides written justification for funds required in the annual and bi-annual budget;
- Maintains and monitors budget records and requisitions;
- Establish and implement vendor quotation process/procedure on purchases;
- Assists in the control and payment of contractual services provided by contractors;
- Performs related duties as required.

Job Requirements:

- Broad knowledge of state and federal procurement laws, rules, procedures and forms;
- Broad knowledge in accounting, auditing, business administration, fiscal management, personnel administration, procurement, public administration, or related experience. Related education/experience may be considered;
- Effectively communicate, both orally and in writing;
- Extensive knowledge of bookkeeping, auditing, department functions and office procedures, operation of office equipment, including PC;
- Advanced proficiency with PeopleSoft;
- Ability to work under pressure, to practice courtesy and professionalism;
- Ability to maintain confidentiality;
- Ability to direct and supervise the work of others;
- Eligible to be bonded and ability to accurately handle money and finances.

Difficulty of Work:

Work involves independent analysis and application of many complex variables in the preparation and maintenance of budgetary functions. Employee is responsible for work, which is performed in accordance with generally accepted accounting principles and state guidelines.

Responsibility:

Employee is responsible for the preparation, management and effective utilization of the facility budgets and other accounts; maintenance of fiscal records and record keeping in areas. Employee discusses major procedural changes or problems with agency's Chief Finance Officer.

Personal Work Relationships:

Incumbent's primary contacts are with other agency personnel as well as fiscal staff, executive staff, appointing authorities, division directors, managers/supervisors, and other state employees for the purpose of information gathering, information dissemination, persuading, problem solving, presentation of recommendations, analysis, implementation of decisions, and new or revised practices. Contacts frequently involve complex problem solving.