

ADDENDUM A

Position Description: Manager

Service Type: Administrative Level 3 / Administrative Level 4/ Administrative Level 5

Definition:

Under the general direction of the department director or designee, a Manager in a department is responsible for the administering, implementing, budgeting, planning, assigning and reviewing procedures, protocols and requirements related to the programs, functions and activities assigned by the department director to the Manager. Responsibilities include oversight and coordination of multiple activities and resources including any staff, supplies, equipment, funds, and/or contract resources.

Minimum Qualifications:

Bachelor's degree in related field and two years of progressive responsible management experience in the related field; or Associate's Degree in related field and four years of progressive responsible management experience in the related field; or six years of progressively responsible management experience in the related field which demonstrates the ability to perform the duties of the position. Must possess leadership abilities, interpersonal skills, and written and verbal communication skills to be able to perform in a professional manner. A valid, unrestricted Alaska driver's license may be required.

Essential Functions:

1. Administers, budgets, plans, assigns, implements and reviews procedures, protocols and requirements related to the programs, functions and activities as assigned by the department director.
2. Monitors work progress to ensure compliance with pre-established objectives and schedules.
3. Ensures compliance with borough code for all work, and if required, state and federal laws, rules and regulations.
4. Ensures compliance with all departmental requirements associated with department outcomes.
5. Monitors departmental program budget, funds and expenditures, including compliance with all applicable standards and requirements.
6. Provides department director or immediate supervisor with regular work progress and financial reports, and makes recommendations on future departmental development.
7. Ensures record keeping and documentation guidelines are established and followed.

8. Coordinates, supervises and performs assigned functions and activities within the department.
9. Develops and implements procedures, operations and special projects.
10. Supervises staff as assigned.
11. Required to attend continuing education management related seminars as assigned.

Other Functions:

Other related duties as assigned.

Physical Demands:

While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit and to use hands and fingers dexterously to operate office equipment and small tools; occasionally transport up to 30 pounds; reach with hands and arms, and stand and walk (at times on uneven ground). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.