

Market Range Detail - Administrator

Effective Date

December 2, 2009

Market Range Title Description

Administrators report to the department Deputy Director or Director and are responsible for a broad range of activities in the overall planning and management of all department administrative functions for a large department. Administrative functions include general administration, human resources, finance/budget, strategic planning/managing for results, facilities, contract administration, procurement, information technology activities, etc. Administrators oversee managerial staff who manage one or more department administrative functions which are staffed with professional employees and operate as separate functions or divisions within the department.

Placement in this MRT is based on a number of factors including, but not limited to, scope, size, and complexity of department functions and size and type of staff supervised. Positions in small departments who oversee all administrative functions typically do not qualify for the Administrator market range title because of the limited scope, size, and complexity of the administrative functions.

Typical job duties include: managing and evaluating the performance of subordinate managerial staff; developing and implementing administrative department policies and procedures; leading and conducting studies and projects related to administrative and operational concerns; coordinating and providing significant input into the development and implementation of goals, objectives, and policies for multiple administrative functions; developing and implementing long-range strategic goals and objectives; overseeing the preparation of the department budget; researching sensitive issues and developing recommendations; evaluating the effectiveness of service delivery and developing more efficient methods to increase and improve it; ensuring that functions or programs are in compliance with contracts, funding, etc.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$33.51	\$43.30	\$53.08

Likely Minimum Qualifications

- Bachelor's degree in field related to area of assignment
- Six years of professional administration experience or experience in program implementation and administration with at least 3 years of supervisory and/or managerial experience managing administrative functions or programs
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Working Titles

- Administrator
- Program Administrator

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.