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## What are the duties and responsibilities of administrative officer

The president, vice president, secretary and treasurer are officers of the board of directors in an organization with the function of representing all members in the board in managing the business affairs of the organization. To be effective, officers must focus their attention on items of critical importance, rather than trivial matters. They are expected to understand the organization and their roles, to perform with a strategic plan at the organization's expectations. The chair or president of a board acts as the group's leader and ensures that the board functions as a team. He does not run the organization but spends time considering board and committee assignments to make sure that all of the work of the board is effectively delegated for completion. He ensures an ongoing planning process for the board's activities for the year ahead and the organization's future. The vice president assists the president in executing the organization's mission and takes over the functions of the president if the president is absent, in addition to other functions and duties required by the board. For example, in the absence of the president, the vice president coordinates working committees designated by the board and acts as parliamentarian during board meetings. The secretary enjoys being at the heart of the action. He keeps records of the minutes of the organization and files certificates for federal and state departments. He is one of the officers required to sign checks and drafts of the organization. He attends to all correspondence of the organization. He organizes meetings including booking meeting rooms, issuing notices of meetings, preparing the agenda and other documents as well as background material. The treasurer establishes the accounts of the organization as approved and directed by the board of directors. She not only establishes procedures for the deposit of funds and property maintenance, she also receives and disburses all funds of the organization as authorized by the board of directors. She maintains and reports records of financial transactions, when requested, to the board of directors and to the association at annual meetings. By Alexis Writing i rackmount server farm datacenter image by Adryn from Fotolia.com A career as a server administrator can be challenging and rewarding. A server administrator is responsible for the operation and maintenance of an office server or network. In most businesses, a server administrator works in the information technology (IT) department and has many roles and responsibilities. A server administrator has many job functions which vary from one organization to another. Generally, however, server administrators are responsible for the installation, support and maintenance of a computer system or server. Centralized servers are data sources for a company, and making sure they run smoothly is critical. Avoiding server downtime through scheduled maintenance, ensuring server security, and assisting staff in connecting to the server are all important duties of server administration. Backing up server data is also a duty of service administration personnel. Other job functions may include systems-related project management, the supervision and training of staff working with computers, troubleshooting server malfunctions and consulting on problems too complex for technical support. This can involve interfacing with both novice computer users and with advanced technical support and computer sales people. Thus, those in server administration need to be able to explain computer usage and function on a level the layperson can understand. They also must cope with more technical aspects of server management. Server administrators often must manage the server operating system, maintain integrity of the server performance, install and configure new software and updates, troubleshoot any problems, and update user account information (add/delete users and reset passwords). They also must perform routine backups; integrate new technologies; manage networks; and apply updates, patches, and configuration changes to the operating system. By Ashley Donohoe Updated June 29, 2018 Employed as an administrative manager, you'd be in charge of helping the company's administrative processes run smoothly and work to improve efficiency. While some perform a specialized role like facilities management, this mid-level management position's duties often range from helping with scheduling, budgeting and recordkeeping to providing human resources support by hiring and monitoring the company's clerical professionals or other support staff. If you're an experienced leader with a business background, working as an administrative manager can allow you to have an above average income and possibly lead to a higher leadership position as you get additional experience. An administrative manager's job description includes work to provide guidance to other clerical workers, ensure the organization has the necessary supplies, find ways to improve business processes and manage company finances. Tasks can include training and evaluating workers, creating department budgets, allocating funds, creating contracts, ordering new items like computers and paper, handling company information, managing the mail and keeping the facility safe and secure. While small companies may have a single administrative manager who performs all these duties, larger ones are more likely to have multiple administrative managers that assist with specific areas, like recordkeeping or facility management. For example, facilities managers may be in charge of maintenance workers and help the company use less energy, while records managers focus solely on handling the company's data. To prepare to work as an administrative manager, usually you'll get a bachelor's degree related to business to learn to manage projects, handle finances, use office software and effectively lead others. You will also usually need at least three years of experience in operations, preferably a role requiring you to show your leadership skills. It is sometimes possible to find work as an administrative manager if you have significant leadership experience and a high school education. The median annual pay for administrative managers as of May 2017 was \$94,020, according to data from the U.S. Bureau of Labor Statistics. This indicates half of the managers made less, and half earned more. Managers in the bottom 10 percentile made under \$52,750 annually, while the top 10 percent exceeded \$163,480. The top employer, local government, paid an average of \$98,810, while company and enterprise management offered a higher average wage of \$117,310. Administrative managers working for postsecondary schools averaged \$97,900. Administrative managers work for all kinds of businesses, educational institutions and non-profit organizations. There are high levels of employment in state local government, higher education, hospitals and professional services firms. Being a leadership position, this career usually has a full-time work schedule with occasional overtime and the need to be on call to handle urgent issues. Administrative managers generally do most of their work on site, making travel less common than it is for other management roles. Although administrative managers can start out on the low end of the pay scale, they usually earn more with management experience with additional opportunities to get bonuses and other incentives. Promotion to other positions in operations management is also possible. In April 2018, PayScale.com reported administrative manager salary ranges from least to most experienced: Entry-level: \$32,971 - \$71,441 Mid-career: \$38,096 - \$79,628 Experienced: \$41,778 - \$85,286 Late-career: \$40,344 - \$88,911 The BLS expects above average job growth for administrative managers at 10 percent for the decade spanning 2016 and 2026. Since most companies will need help with administrative tasks and will also need managers to help oversee their facilities, there will be a projected increase of 28,500 positions for that period. The retirement of current administrative managers will require some new hires in this otherwise competitive field. By Dr. Kelly S. Meier Updated August 10, 2018 A city manager is a top administrator, overseeing policy development, staffing and finances for a city. Serving as the town manager, part of a city manager job description is to serve as a conduit between the mayor, city council and city personnel. This position requires a variety of administrative skills, while an educational background in public administration serves as the main college preparation. Larger cities may even require a graduate degree and several years of experience for a city manager position. As the top city administrator, a city manager must have their finger on the pulse of the needs of the city. The city manager job description includes oversight of departments that take care of services and utilities. Departments may include parks, finance, community development, police, water and sewer, fire, library and building and inspections. When an emergency arises, a town manager responds quickly and informs the mayor and city council of the situation. Strong communication skills are an important part of a city manager job description. This includes writing proposals for new ordinances or resolutions. For example, if someone wants to build a business on a piece of property that is not zoned for retail, a city manager could initiate an ordinance change to accommodate the request. In addition, a city manager meets with citizens to discuss concerns or complaints. Finally, a city administrator sets goals and participates in futuristic planning that will ensure that the town infrastructure is sound and that the city finances remain in the black. Earning an undergraduate degree in public administration is the best preparation for becoming a city administrator. In this program, you will take classes that include technical and professional writing, macro and microeconomics, American government and public affairs, data-driven decision making, financial statement analysis, organizational behavior principles and business policies and strategies. Most programs include a public administration capstone project that may involve practical experience or a research paper. If possible, secure an internship in your local city to learn more about the practical side of city government. If you have your sights set on becoming a city administrator of a larger city, consider continuing your education with a graduate degree in public administration. Most graduate programs in public administration only admit students that have already had professional experience in public administration. In addition to advanced courses in public administration, you will also complete a thesis or major research project that reflects your specialty or interests. The salary of a city administrator varies based upon the location and size of the city. Larger cities may pay in excess of \$100,000, but you can expect \$40,000 to \$80,000 as an average salary for most city manager positions. Most town managers begin their career in a small town, then work their way up to a position in a larger city. City managers are hired by the city council and mayor. When elected positions change, it is common for the city manager to move on to a job in a new city. Experience will help city administrators build a reputation for excellence and move into higher paying positions throughout their career. The U.S. Bureau of Labor Statistics indicated a 10 percent increase in job opportunities for administrative service managers between 2017 and 2026. Regular turnover of elected city officials provides a constant opportunity for professionals interested in city administrator positions.

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