



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ADMINISTRATIVE BRANCH MANAGER

Job Number: 20001832

Job Code: 96180V000101

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 06/16/1982

Job Revised: 07/01/2018

Grade: 16	Salary (MIN - MID):	Special Entrance Rate:
	\$21,870-\$28,972 - Hourly	NONE
	\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary	NONE
	\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.pdf>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides overall management for all sections and units within an administrative branch; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Five years of professional administrative experience, or requisite skills. The experience, training, or skills requirement cannot be met with only requisite skills.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional administrative or research experience will substitute for the required education on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Oversees the supervision and implementation of all staff and programs within an administrative branch to assure economical and efficient operations. Responsible for assuring compliance with branch's budget. Authorizes overtime and leave, recommends salary increases and promotions and evaluates the performance of subordinates. Analyzes branch operations and recommends policy and procedural changes to increase operating efficiently. Requests subordinates to research and compile administrative reports as needed. Compiles reports as needed and oversees the maintenance of all branch operating records and reports. Prepares and delivers oral and written communications to the general public, courts, attorneys, legislators, local, state and federal government officials on all activities of branch operations as requested. Coordinates branch training activities. Reviews supervisory subordinate's recommendations for disciplinary action, and investigates and takes appropriate measures consistent with laws, regulations, policies and procedures. Serves on inter or intra agency task forces or committees as assigned.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting. Minimal travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.