

**Alaska Court System
Class Specification**

ADMINISTRATIVE PROGRAM MANAGER I

Range: 14

SOC: 13-1111

EEO4: 02

Class Code: C3129

Definition:

Administrative Program Manager I is the entry level in the series in which incumbents perform professional-level administrative work for the Therapeutic Courts that regularly requires financial management, budget analysis, problem solving, and data collection.

Distinguishing Characteristics:

Administrative Program Manager is a single-position job class that performs professional-level work for the Therapeutic Courts such as budget development, accounting and financial management, and procurement/purchasing. The work requires analytical ability, judgment, direction, and personal responsibility in the application of a substantial body of knowledge of the principles, concepts, and practices of administrative support. The Administrative Program Manager I is the entry level at which the incumbent receives focused training in order to independently perform higher level work.

The Administrative Program Manager is a flexibly-staffed position. Progression to the higher level may occur when the incumbent: 1) successfully completes a specified training plan; 2) meets all other specified terms of the flexible staffing agreement; 3) meets the minimum qualifications of the higher level; 4) is certified by the supervisor as capable to perform at the higher level; and 5) is approved the Human Resources Department.

Supervision Received: Administrative Program Manager I works under the general supervision of the Therapeutic Courts Program Coordinator.

Supervision Exercised: Administrative Program Manager I does not have ongoing supervisory responsibilities such as hiring, evaluating, approving leave, disciplining, or responding to grievances, but may assist with the training of Therapeutic Court personnel in financial management processes and procedures.

Independent Judgment: Administrative Program Manager I frequently exercises a high degree of initiative and independent judgment in order to maintain fiscal and procedural responsibility.

Complexity of Tasks: Administrative Program Manager I gathers and analyzes facts; recommends and implements solutions; develops systems or procedures; and drafts reports for the Therapeutic Courts Program Coordinator.

Examples of Duties:

Maintain files and filings for the Therapeutic Courts Program Coordinator.

Ensure that needed supplies, equipment, and services are available to the Therapeutic Courts on a timely, economical basis.

Maintain supply of drug testing kits and distribute as required to court locations.

Conduct research that may require selecting and accessing multiple information sources, or contacting sources to obtain correct or missing information.

Gather and compile qualitative and quantitative data at the request of the Therapeutic Courts Program Coordinator.

Compile monthly reports from all project coordinators and put the information into a comprehensive report for review by the Therapeutic Courts Program Coordinator.

Collect, review, process, and track bills for Therapeutic Court-related activities.

Provide control and editing of purchases to ensure conformity with established purchasing regulations.

Ensure that all Therapeutic Court procurement activities conform to the Alaska Court System procurement guidelines and other appropriate regulations, policies, and procedures.

Maintain spreadsheet to track costs for each court and for specific grants.

Track status of contracts for Therapeutic Courts and advise the Therapeutic Courts Program Coordinator when contracts are up for renewal.

Compile cost information from all courts for budget, grant, and contracting.

Provide financial projections, trends, cost analyses, and recommendations to the Therapeutic Courts Program Coordinator.

Respond to questions or requests for information; gather requested information, data, and statistics.

Type and compose correspondence and memoranda.

Design, format, and distribute publications for the Therapeutic Courts to include flyers, certificates, and invitations.

Create, maintain, and analyze surveys for the Therapeutic Courts.

Coordinate, with the Therapeutic Courts Program Coordinator, all aspects of bi-yearly Therapeutic Court training for judges, staff, and external agencies.

Set up log-in accounts for toxicology labs software for Therapeutic Courts and ASAP staff.

Assist with Therapeutic Courts research projects, including data entry.

Knowledge, Skills, Abilities:

The Administrative Program Manager I requires knowledge of:

- Alaska Court System and Therapeutic Courts processes, policies, and procedures.
- Financial monitoring, purchasing/procurement, inventory, and accounts payable / receivable.
- Management policies and procedures of the Therapeutic Courts.
- Standard office practice, procedure, software and equipment.
- Computer systems and software used for tracking expenditures and revenues, procurement, and inventory management.
- Proper English grammar, composition, spelling and punctuation.
- Correspondence and typing formats.

The Administrative Program Manager I requires skill in order to:

- Analyze data and determine its significance.
- Make sound decisions and recommendations regarding office policies and procedures.
- Interpret and apply a variety of rules, regulations, and instructions.

The Administrative Program Manager I requires the ability to:

- Function with a high degree of independence and initiative.
- Perform professional-level assignments independently.
- Analyze situations accurately and take effective action.
- Use computer information systems, standard and specialized office software and database applications, including at a minimum spreadsheets and word processing.
- Gather and analyze data, reason logically and accurately, and draw valid conclusions.
- Work on multiple projects with overlapping or conflicting schedules.
- Speak and write clearly and effectively.
- Establish and maintain cooperative working relationships with others.

Minimum Qualifications:

A high school diploma or General Educational Development (GED) certificate
AND

Four years of experience providing administrative support to a business or organization, of which at least two years were as an Administrative Assistant, Clerk of Court III-VI, Chief Deputy Clerk, Court Supervisor, Accounting Technician, Procurement Specialist, or similar or higher level administrative classes with the State of Alaska or the equivalent with another employer.

OR

A bachelor's degree from an accredited college in business administration, public administration, finance, banking, accounting, marketing, economics, logistics, computer information systems, human resource management, risk management, or a similar business field.

OR

A bachelor's degree from an accredited college in any field

AND

Two years of experience providing administrative support to a business or organization.

OR

Any combination totaling four years of education from an accredited college AND administrative support to a business or organization as an Administrative Assistant, Clerk of Court III-VI, Chief Deputy Clerk, Court Supervisor, Accounting Technician, Procurement Specialist, or similar or higher level administrative classes with the State of Alaska or the equivalent with another employer.

Note: This position is in the partially exempt service; the incumbent serves "at-will" to the appointing authority.

07/2014 – Original

08/2014 – Title Change, WPA

01/2015 – Revised

05/2015 – Revised SOC code