

Florida State Courts System Class Specification

Class Title: Director of Administrative Services

Class Code: 6000

[Pay Grade: 36](#)

General Description

The essential function of the position within the organization is to direct and manage administrative services and fiscal programs. The position is responsible for staff supervision, planning and integrating multiple administrative functions and operations, developing and implementing programs and procedures, managing fiscal processes including managing budget, finance and accounting, directing procurement policies and processes including contracts and grants, and performing related administrative functions. The position develops and implements programs within organizational policies; reports major activities to executive level administrators through conferences and reports.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises staff, including organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations.

Monitors day-to-day operations of areas of responsibility, providing guidance, addressing performance issues, and ensuring compliance by staff with applicable policy, procedures and regulations.

Works with senior management to develop short and long range plans; oversees implementation of plans to ensure adherence to organizational standards, policy and procedures, and to make adjustments as needed.

Develops and implements accounting policies and procedures for control of receipts and expenditures; monitors and coordinates annual certification forward processing; prepares a variety of financial and budget reports; develops and participates in internal audits conducted by the state.

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Manages accounting processes, ensuring adherence to generally accepted accounting principles; develops, presents and defends budget requirements; oversees and approves departmental expenditures.

Conducts reviews of budget requests, makes recommendations for approval and determines the need for budget amendments.

Interacts and coordinates with other managerial personnel and governmental agencies to facilitate task/project completion or to resolve fiscal or employee issues; handles public relations and public information for the various branch entities.

Oversees requests from various departments, ensuring timely response and efficient handling of requests; assists staff to facilitate the judicial process; researches, develops and participates in special projects as required.

Develops policies and procedures in consultation with senior management to ensure efficient and economical departmental operations; evaluates results to ensure compliance and to identify deficiencies.

Performs facility management, including planning and overseeing capital projects; manages procurement and inventory control of furniture, equipment and materials for the area of responsibility.

Represents the court on budget matters and prepares and presents comprehensive reports to a variety of individuals including judges, state courts system managers, elected officials and other State Courts System managers.

Manages administrative matters such as preparing and/or presenting routine or special reports, developing and coordinating training, providing for staff technical or professional growth, or coordinating timely completion and submission of required reports.

Attends and/or conducts staff, committee and other professional meetings and conferences to exchange information and update superiors; attends technical or professional seminars or conferences to improve professional skills and stay informed of current trends for the area of responsibility.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

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Plans and directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

Conducts research to discover new methodologies or to find solutions for unresolved problems.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Mentors others by advising, counseling, or guiding them regarding problems that may be resolved by legal, or other professional principles.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Negotiates or has responsibility and opportunity for achieving widespread economics and/or preventing losses through the development and administration of organization-wide programs and policies.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads and interprets advanced professional materials; writes extremely complex reports and papers; speaks to high level professional groups.

Judgment Requirements:

Responsible for long-range goals, planning, and methodologies. Decision-making is the focus of the job, affecting entire organization and surrounding population; works in an unstable environment with frequent changes in conditions, completing priorities and changing policies.

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Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of broad principles of professional management and leadership to solve new problems for which conventional solutions do not exist; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with severe impact - affects entire organization, other activities/organizations, the general public, and a wide geographic area; damage is highly likely.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Establishes methods and procedures for acquiring and handling machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing, spreadsheets or custom accounting applications.

Safety of Others:

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Involves management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in public or business administration, finance, accounting or a closely related field. A master's degree is preferred.

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Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Six years of related experience, including managerial and supervisory experience and knowledge of the business operations of State Courts System.

Licenses, Certification, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None.