

ADMINISTRATIVE SERVICES MANAGER

RAPIDS: 1033D

O*NET/SOC: 11-3011.00

REVISION DATE: 09/2019

TRADE DESCRIPTION: Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, custodial operations, and other support services.

TASK PERFORMANCE: Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following skill areas. Actual work time must be recorded in the Work Experience Log; each skill area must be completed.

Applicable Ratings/MOS/NEC

USMC MOS: 0111, 0171, 4821, 6046

USCG: YN

USN: AZ, LS, NC, PS, YN, YNS

USA MOS: 42A, 79R, 79S, 79T, 79V

Related Instruction:

Trade related On-The-Job-Training (OJT) or Any Trade related schools/courses totaling 288 or more hours.

Additional Requirement:

All must be E-4 or above.

Total Hours: **4000**

Skill	Description	Hours
A	OFFICE PROCEDURES - MANAGEMENT	2000

	<ul style="list-style-type: none"> -- Direct or coordinate the supportive services department of a business, agency, or organization. -- Prepare and review operational reports and schedules to ensure accuracy and efficiency. -- Set goals and deadlines for the department. -- Hire and terminate clerical and administrative personnel. -- Conduct classes to teach procedures to staff. -- Participate in architectural and engineering planning and design, including space and installation management. 	
B	<p>INVENTORY CONTROL - SUPERVISION</p> <ul style="list-style-type: none"> -- Acquire, distribute and store supplies. -- Plan, administer, and control budgets for contracts, equipment, and supplies. -- Monitor the facility to ensure that it remains safe, secure, and well maintained. 	500
C	<p>AUDITING/REPORTING - SUPERVISION</p> <ul style="list-style-type: none"> -- Analyze internal processes and recommend and implement procedural or policy changes to improve operations, such as supply changes or the disposal of records. -- Oversee construction and renovation projects to improve efficiency and to ensure that facilities meet environmental, health, and security standards, and comply with government regulations. -- Oversee the maintenance and repair of machinery, equipment, and electrical and mechanical systems. 	1500