

Administrative Services and Facilities Managers

SOC: 11-3010 • Career Profile Report

■ Key Facts

\$106,880

Median Salary

422,600

Employment

+4.0%

Growth Rate

■ Requirements & Salary Range

Education: Bachelor's degree

■ Automation Risk Assessment

Low Risk - 18.0% probability of being automated in the next 10-20 years.

This job is relatively safe from automation due to its creative, social, or complex problem-solving requirements.

■ Work-Life Balance

6.2/10 - Good work-life balance

■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	4.2/10	Investigative	6.8/10
Artistic	4.4/10	Social	7.8/10
Enterprising	8.6/10	Conventional	7.4/10

■ Top Skills Required

Analytical skills, Communication skills, Detail oriented, Leadership skills

✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

■ Challenges

- Burnout Risk
- Rapid Technological Change

■ What They Do

Administrative Services and Facilities Managers typically perform the following tasks:

- Prepare and review operational reports and schedules to ensure accuracy and efficiency.
- Set goals and deadlines for the department.
- Acquire, distribute and store supplies.
- Analyze internal processes and recommend and implement procedural or policy changes to improve operations, such as supply changes or the disposal of records.
- Conduct classes to teach procedures to staff.
- Plan, administer, and control budgets for contracts, equipment, and supplies.
- Hire and terminate clerical and administrative personnel.
- Direct or coordinate the supportive services department of a business, agency, or organization.
- Communicate with and provide guidance for external vendors and service providers to ensure the organization, department, or work unit's business needs are met.
- Develop operational standards and procedures for the work unit or department.
- Establish work procedures or schedules to organize the daily work of administrative staff.
- Learn to operate new office technologies as they are developed and implemented.
- Manage paper or electronic filing systems by recording information, updating paperwork, or maintaining documents, such as attendance records or correspondence.
- Meet with other departmental leaders to establish organizational goals, strategic plans, and objectives, as well as make decisions about personnel, resources, and space or equipment needs.
- Oversee payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
- Read through contracts, regulations, and procedural guidelines to ensure comprehension and compliance.
- Represent work unit at meetings or conferences and serve as liaison for requests or complaints.
- Supervise administrative staff and provide training and orientation to new staff.

*Generated by StartRight • Data from U.S. Bureau of Labor Statistics & O*NET*

Source: <https://www.bls.gov/ooh/management/administrative-services-managers.htm>