

Principal Job Function Standards
Composite overview of essential job responsibilities for Administrative Management positions

O*NET Code	Job Functions
13014B Administrative Services Managers	Plan, direct, and coordinate services of an organization, such as recordkeeping, mail distribution, telephone reception, and other office support services that may include facilities planning, maintenance, and custodial operations.
19999D Customer Service/Service Establishment Managers	Plan, direct and coordinate customer service activities within an organization.
21117 Budget Analysts	Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Examine requests for budget revisions, recommend approval or denial, and draft correspondence. Analyze budgeting and accounting reports to maintain expenditure controls. Provide technical assistance in the preparation of budgets.
21308A Purchasing Agents/Contract Specialists	Compile and analyze statistical data to determine feasibility of buying products and to establish price objectives for contract transactions.
21511C Employee Relations Specialist	Perform a variety of duties to promote employee welfare, such as resolving human relations problems and promoting employee health and well-being.
21511D Employee Training Specialists	Coordinate and conduct employee training programs to train new and existing employees how to perform required work, improve work methods, or comply with policies, procedures, or regulations.
21511E Personnel Recruiters	Seek out, interview, and screen applicants to fill existing and future job openings and to promote career opportunities within an organization.
21905 Management Analysts	Review, analyze and suggest improvements to business and organizational systems to assist management in operating more efficiently and effectively. Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals.
21999F Meeting/Convention Planners	Coordinate activities of staff and convention personnel to make arrangements for group meetings and conventions.
21999C Executive Secretaries/Administrative Assistants	Aid executive by coordinating office services, such as personnel, budget preparation and control, housekeeping, records control.