Under administrative direction; is responsible for the management or coordination of a function(s) for a department; or a group of professionals. Makes decisions using independent judgement; and originates new concepts or approaches; policies and procedures; and directs their implementation. Requires knowledge of business administration and office practices and procedures in order to perform moderately complex duties in supporting operations of a department or unit. Coordinates and manages special functions and activities. May supervises and evaluate; as needed; the work of others and is accou