### JOB SUMMARY

**Job Code:** 9266  
**Job Title:** Asst Dir Administrative Svcs  
**Job Family:** General Administration  
**Pay Grade:** 014  
**Job Sub-Family:** Administration  
**Union Code:** O9N  
**FLSA Status:** E  
**Career Level:** Administrator Level 3

Assists with the management of key areas of the department; including operations; finance; or human resources management. Assists with planning; overseeing special projects; compiling reports; researching; and analyzing specific operational procedures and problems.