

OTHER ADMINISTRATIVE SERVICES MANAGERS

NOC 10019

Manage and evaluate departments responsible for corporate governance, regulatory compliance, security services, admissions and other administrative services.



3-YEAR OUTLOOK



Undetermined

3-YEAR JOB OPENINGS

127

MEDIAN HOURLY WAGE

$48.20

$32.64 LOW

$76.26 HIGH

TYPICALLY REQUIRED



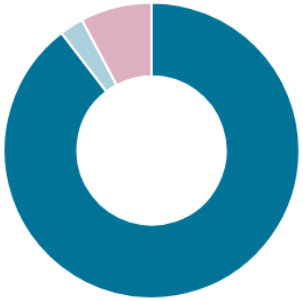
University

EMPLOYED

840

AVERAGE SALARY

$80,800



EMPLOYMENT BY INDUSTRY

89.6%	Public administration
2.6%	Professional, scientific and technical services
Suppressed	Suppressed
7.8%	All Other Industries



EMPLOYMENT BY AGE

4.5%	15-24
14.1%	25-34
28.8%	35-44
24.4%	45-54
23.1%	55-64
5.1%	65+

ALSO KNOWN AS

- Administrative Services Chief
- Administrative Services Manager
- Business Manager - Non-Profit Organization
- Court Registrar
- Court Services Manager
- Inventory Control Manager

MAIN DUTIES:

This group performs some or all of the following duties:

- Plan, organize, direct, control and evaluate the operations of a department providing a single administrative service or several administrative services
- Direct and advise staff engaged in providing records management, security, finance, purchasing, human resources or other administrative services
- Direct and control corporate governance and regulatory compliance procedures within the establishment
- Plan, administer and control budgets for contracts, equipment and supplies
- Prepare reports and briefs for management committees evaluating administrative services.

