

# 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 plan, direct, and coordinate **support services and facilities operations within organizations**. They oversee administrative functions, building maintenance, and operational systems to ensure efficiency and safety. Their work is critical in business operations, government, and large institutions.

This career is well suited for individuals who enjoy organization, management, and problem-solving in operational environments.

## What Do Administrative Services and Facilities Managers Do?

These professionals manage support services, facilities operations, and organizational systems to maintain productivity and compliance.

Common responsibilities include:

- Overseeing administrative functions such as recordkeeping, mail, and office services
- Managing building operations, maintenance, and security
- Planning and coordinating facilities projects and renovations
- Monitoring budgets, expenditures, and resource allocation
- Ensuring compliance with safety, health, and environmental regulations
- Supervising administrative and facilities staff
- Developing policies, procedures, and operational strategies

## Key Areas of Administrative and Facilities Management

Managers may specialize in specific operational functions:

- Facilities Maintenance: Ensuring buildings, grounds, and equipment are functional and safe
- Administrative Operations: Managing office systems, records, and support services
- Safety and Compliance: Meeting regulatory, health, and environmental standards
- Budget and Resource Management: Planning and monitoring expenditures and resources
- Staff Supervision and Coordination: Leading teams and delegating tasks effectively

## Skills and Abilities Needed

Administrative and facilities managers combine leadership, organizational, and analytical skills.

### **Core Professional Skills**

### **Personal Qualities That Matter**

## Education and Career Pathway

This role typically requires formal education and management experience:

- Bachelor's Degree (common): Business administration, management, or related field
- Relevant Work Experience: Administrative, operational, or facilities roles
- Supervisory Experience: Required for leading teams and managing projects
- Professional Certifications (optional): Facilities management or administrative credentials
- Continuous Learning: Staying current with operational technologies, regulations, and best practices

## Where Do Administrative Services and Facilities Managers Work?

They are employed in organizations that require coordinated administrative and facility operations:

- Corporate Offices and Headquarters
- Government Agencies

- Hospitals and Healthcare Facilities
- Educational Institutions
- Property Management and Commercial Buildings

Work environments include offices, administrative areas, and facility sites.

## Is This Career Difficult?

This career requires organizational, managerial, and problem-solving skills. Managers must coordinate multiple operations, ensure safety, and maintain efficiency across departments.

## Who Should Consider This Career?

This career may be a strong fit if you:

- Enjoy managing operations, people, and resources
- Are detail-oriented and organized
- Can make informed decisions under pressure
- Have strong communication and leadership skills
- Want a career overseeing administrative and facilities operations

## How to Prepare Early

- Take courses in business administration, management, or facility operations
- Gain experience in administrative, operational, or facilities roles
- Develop leadership, problem-solving, and organizational skills
- Learn about safety, health, and environmental regulations
- Explore certifications in facilities or administrative management

**Administrative services and facilities managers ensure organizations operate efficiently, overseeing administrative functions, building maintenance, and operational systems.**

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