

Manager, General and Operations

PANHANDLE

Average Wage
\$37.38

*Average Annual
Job Openings*
100

Employment in
2004 2014
2,600 3,100

TEXAS

Average Wage
\$46.41

*Average Annual
Job Openings*
6,745

Employment in
2004 2014
157,700 195,400

UNITED STATES

Employment in
2006
1,663,280

Female 31%
Minority 15%

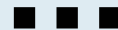
EMPLOYMENT CODES

OES 19005

O*NET 11-1021.00
*General and Operations
Managers*

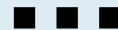
JOB DESCRIPTION

Includes both top and mid-level managers whose duties and responsibilities are too diverse and general in nature to be classified in any functional or line area of management and administration. These managers generally work through departmental or subordinate executives.



SKILLS AND APTITUDES NEEDED

- ◆ Highly developed personal skills
- ◆ Ability to evaluate interrelationships of numerous factors
- ◆ Ability to analyze, compare, and interpret large amounts of information and data quickly
- ◆ Ability to communicate clearly and persuasively
- ◆ Possess qualities of leadership, self-confidence, motivation, decisiveness, flexibility, sound business judgment, and determination



All organizations have specific goals and objectives that they strive to meet. Managers devise strategies and formulate policies to ensure that these objectives are met. In large organizations, managers' duties may be highly specialized. In smaller organizations, a manager is often responsible for purchasing, hiring, training, quality control, and supervisory duties.

Long hours, including evenings and weekends, are standard for most managers, though their schedules may be flexible. Substantial travel between international, national, regional, and local offices to monitor operations and meet with customers, staff, and other executives, is often required. In large organizations, frequent job transfers between local offices or subsidiaries are common. Managers are under intense pressure to earn higher profits, provide better service, or attain fundraising and charitable goals.

PANHANDLE AREA PUBLIC TRAINING PROVIDERS

Training Provider	Direct	Related	Education Offering
Amarillo College Amarillo, Dumas, Hereford		√	A.S. (Associate in Science Degree), Business Administration Major
		√	A.A.S. (Associate in Applied Science Degree), Business Management Major
		√	Certificate of Completion (Business Management)
Clarendon College Clarendon, Pampa		√	A.A. (Associate in Arts Degree), Management Major
Frank Phillips College Borger, Perryton		√	A.A.S. (Associate of Applied Science Degree), Management Major
		√	Certificate of Completion (Management)
Wayland Baptist University Amarillo	√		B.B.A. (Bachelor of Business Administration Degree)
	√		B.A. (Bachelor of Arts Degree), Business Administration Major
	√		B.S.O.E. (Bachelor of Science in Occupational Education), Business Administration Major
	√		M.B.A. (Masters of Business Administration Degree)
West Texas A&M University Canyon	√		B.B.A. (Bachelor of Business Administration Degree)
	√		M.B.A. (Masters of Business Administration Degree)

For information on public training providers outside of the Panhandle Area, please refer to the Resource Index.

HIGHEST EMPLOYMENT LEVELS BY INDUSTRY

Local Government	4%	Automotive Repair & Maintenance	2%
Oil & Gas Extraction	4%	Mining Support Activities	2%
Grocery Stores	3%	Machinery/Equipment/Supplies Dealers	2%
Depository Credit Intermediation	3%	Building Equipment Contractors	2%

FOR MORE INFORMATION

American Management Association, 1601 Broadway, New York, NY 10019, (212) 586-8100, <http://www.amanet.org>

Institute of Certified Professional Managers (ICPM), James Madison University, MSC 5504, Harrisonburg, VA 22807, (800) 568-4120, (540) 568-3247, <http://cob.jmu.edu/icpm>

National Management Association, 2210 Arbor Blvd., Dayton, OH 45439, (937) 294-0421, <http://www.nma1.org>

For additional website sources, please refer to the Resource Index.

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