

Introduction to Management Administrative Procedures Manual

Purpose of the Manual

This manual contains information and guidance specifically for staff in leadership roles. As stewards of public resources, our activities must always be conducted in an atmosphere of irreproachable transparency, honesty, and fairness to all our customers both internal and external.

Persons in a leadership position have multiple levels of responsibility and accountability. They are not only responsible for their own work but are responsible for the work performed by others and expected to help the division continually redefine and improve itself. On a daily basis, leaders are tasked with providing a positive and well-functioning climate where work can be conducted. To succeed, leaders need to develop specialized skills and have access to distinct resources. This manual is designed help leaders access the resources needed for success.

Among the duties expected of leadership are the hiring and training of employees, managing workloads, monitoring performance, developing employees, ensuring optimum staffing and promoting a safe workplace. Some sections in the manual have links to other resources for additional guidance and specific information. There are also sections in the manual that will need updating at a certain point. In the course of using this manual, if you do not find the information you need, find information that is no longer updated, or know of other items that you feel would be useful to users, please contact Field Services at dpafield@alaska.gov.