



Rajasthan Association of Georgia

Eighteenth Literacy Committee Newsletter

Literacy Secretary: Rakhi Poonia (2020-21)

How to become an Administrative Services and Facilities Manager in Atlanta and in Georgia?

Today's newsletter required extensive as well as intensive research and analysis on my part.

I researched that being an administrative services and facilities manager in Atlanta and in Georgia is a high paying white-collar job.

Introduction

This newsletter answers questions like how to become an administrative services and facilities manager in Atlanta and in Georgia? What are the duties of an administrative services and facilities manager in Atlanta and in Georgia? What are degree requirements of an administrative services and facilities manager in Atlanta and in Georgia? How to become one? How much do they get paid?

Chapter 1

This newsletter answers questions like who is an administrative services and facilities manager in Atlanta and in Georgia?

I researched on the following link and found duties of an administrative services and facilities manager in Atlanta and in Georgia:

<https://www.bls.gov/ooh/management/administrative-services-managers.htm#tab-2>

- a. “Administrative services managers plan, direct, and coordinate activities that help an organization run efficiently.”
- b. “The specific responsibilities vary, but these managers typically maintain facilities and supervise activities that include recordkeeping, mail distribution, and office upkeep.”
- c. “In a small organization, they may direct all support services and may be called the *business office manager*. Large organizations may have several layers of administrative managers who specialize in different areas.”



Image: yahoo

Chapter 2

What are degree requirements of an administrative services and facilities manager in Atlanta and in Georgia?

I researched on

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

- a. “Administrative services managers typically need a bachelor’s degree, usually in business or a related field. However, some people enter the occupation with a high school diploma.”
- b. “Administrative services managers must have related work experience that reflects managerial and leadership abilities. Facility managers should have experience in business operations, project management, and building maintenance, such as from jobs as a **general maintenance and repair worker** or a **cost estimator**.”
- c. “Records and information managers should have administrative or business operations experience involving recordkeeping. Records and information managers in the legal field often must have experience as a **paralegal or legal assistant**.”
- d. “Although it is not required, professional certification may give candidates an advantage when applying for jobs.”
- e. “Several professional associations for administrative services managers offer certifications. Some associations, including the **International Facility Management Association (IFMA)**, offer certification that specializes in facility management.”

- f. “Others offering certification include the **Institute of Certified Records Managers** (ICRM), for records and information managers, and the **ARMA International** for those specializing in information governance.”
- g. “*Analytical skills*. Administrative services managers must be able to review an organization’s procedures for ways to improve efficiency.”
- h. “*Communication skills*. Administrative services managers often work with others. They must be able to convey ideas clearly, both orally and in writing.”
- i. “*Detail oriented*. Administrative services managers must pay attention to details across a range of tasks, such as ensuring that the organization complies with building codes and managing the process of buying equipment.”
- j. “*Leadership skills*. In directing workers and coordinating organizational duties, administrative services managers must be able to motivate employees and handle problems that arise.”

Chapter 3

How much do administrative services and facilities manager get paid in Atlanta and in Georgia?

I researched on www.bls.gov/.../administrative-services-managers.htm link and found that:

- a. “The median annual wage for administrative services managers was \$96,940 in May 2019.”
- b. “The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less.”
- c. “The lowest 10 percent earned less than \$55,210, and the highest 10 percent earned more than \$166,330.”
- d. “In May 2019, the median annual wages for administrative services managers in the top industries in which they worked were as follows:

“Finance and insurance	\$110,170
Professional, scientific, and technical services	106,760
Local government, excluding education and hospitals	93,770
Educational services; state, local, and private	92,270
Healthcare and social assistance	86,960”

- e. “Most administrative services managers work full time. Some work more than 40 hours per week. Facility managers often are on call to address problems that arise at all hours.”

Chapter 4

How to become an administrative services manager in Atlanta and in Georgia?

I researched on google.com and found that:

a. “Becoming an Administrative Manager

Step 1: Earn a Bachelor's Degree

Step 2: Develop the Necessary Experience

Step 3: Apply for an Administrative Management Position

Step 4: Pursue Career Advancement

Chapter 4

Colleges and universities to study at to become administrative services manager in Atlanta and in Georgia?

- a. Georgia State University
- b. Georgia Institute of technology
- c. Clark Atlanta University
- d. Emory University

Chapter 5

Pictures of administrative services and facilities manager in this chapter are assembled by 8-year-old Aaron Poonia



Image: yahoo.com



Image: yahoo



Image: yahoo.com



Image: yahoo.com



Image: yahoo.com



Image: yahoo.com

Conclusion

In conclusion, this eighteenth Rajasthan Association of Georgia newsletter provides detailed information about how to become an administrative services manager in Atlanta and in Georgia. Being an administrative services manager is a white-collar job. Administrative services managers are skilled. They are in great demand in Atlanta and in Georgia. Their shortage impacts the economy of Georgia in a significant way.

About RAJA Literacy Secretary 2020-21

Rakhi Poonia



Rakhi Poonia is literacy secretary of Rajasthan Association of Georgia 2020-21. She is a recipient of 2009 David Gould Scholarship sponsored by American Society for Public Administration. She is also a recipient of Pi Alpha Alpha (2006) for Public Service sponsored by Northern New Jersey chapter, USA.

She holds a Master's in history from University of Delhi (India) and Master's in Public Administration from University of Rajasthan, India.

Rakhi has also taught courses in Political Science at Rutgers the State University of New Jersey 2004-2008.

She has published more than 51 books on amazon.com as literacy secretary of RAJA. Her books cover a variety of subjects like business, children's books, public service books, and education books. Rakhi Poonia books are available on amazon.com.

She has added 4 new public service books on amazon.com this week.

She lives in Atlanta, Georgia with her husband Engineer Anil Poonia and eight-year-old son Aaron Poonia. Aaron is an extraordinary child and a recipient of Star Galaxy award 2020 at Settles Bridge Elementary School. He always makes his parents proud.

Rakhi Poonia writes business books as literacy secretary of RAJA to generate employment among youth. To build human resource capital. To help small and medium sized businesses

move forward and generate profits. To help those who want to dream big and work towards their goal.

Rakhi Poonia writes children's books because children are our future. Child is father of man. To make a child smile is the biggest wealth. Children are gift of god. The way a society treats its children speaks volumes about that society.

Rakhi Poonia writes public service books to instill value of public service amongst RAJA youth.

Rakhi Poonia writes education books to help RAJA youth attain their education goals.

To buy her books type rakhi poonia books in search section of amazon.com

Pictures in almost all of her public service books are assembled by 8-year-old Aaron Poonia. He retrieved these pictures from web.



Image of RAJA gangaur celebration from RAJA website





Image: RAJA website



Image of gangaur celebrations retrieved from RAJA website.

I added these pictures since we missed RAJA gangaur celebration 2020 due to COVID-19