

# Administrative matrix

[Business](#), [Organization](#)



Associate Level Material Appendix C: Administrative Matrix Instructions: Complete the Administrative Matrix located below. You are expected to identify and explain the functions and roles of management. This information is based on the four functions of management. By providing an example, you demonstrate an understanding of each management function.

Function	Role of Management	Example
Leading	This includes interpersonal roles, subordinates within the organization, and persons external to the organization.	A manager has the responsibility to lead by example within the organization. Three

It is important to model the behavior subordinates are expected to fulfill. Top managers are responsible for making decisions about the direction of the organization and establishing policies that affect all organizational members. They are normally the voice of the HR department.

**Middle Managers** are typically responsible for translating goals set by top managers into specific details that lower-level managers will take care of. They usually are in an office setting and do not have to take care of the individuals, but they do make schedules, make sure everyone shows up for work and see get done. also make sure that when overtime is available everyone works accordingly.

**First line managers** are Supervisors responsible for directing the day-to-day activities. In my company these are established by numbers

they would be a 5 | | | activities of nonmanagerial employees | someone who works directly with us doing the same work, but also | | | overseeing what we do and doing all the daily paperwork to make | | | sure we do what is best for our individuals |