Duties of a Manager

Name:

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Abstract

This paper explores the duties of a manager in organizations in the government. There are managers in several sectors in a country or an organization. The objectives of an organization will determine the kind of roles the manager is likely to undertake. This paper will look at an in-depth analysis of the general roles of a manager. Management is a science of managing resources that include but not limited to financial, staff, and equipment. Tovmasyan (2017) opines that management is the whole process of management functions such as planning, organizing, motivating and controlling, which is performed to accomplish the main objectives of the organization by the use of people and other resources. Kaehler & Grundei (2019) suggest that management is a steering influence on market, production and/or resource operations in an organization and its units that may address both people and non-people issues and is exerted by multiple organizational actors through either anticipatory norm-setting or situational intervention with the aim of achieving the unit’s objectives. This therefore makes a manger a very integral part of an organization be it private, non-profit or government.

Duties of a Manager

A manager is a person, an official or an administrator responsible for management in an organization. As an official with a higher authority than other persons in the organization, he works with and supervises other workers based on the organizations structure and operations. A manager may also report to another higher authority. These roles vary from one organization to another. This is because companies and organizations have different objectives and these objectives therefore determine the specific roles of a manager.

**Planning**

 Planning is the most fundamental managerial function of any manager. Every other function emanates from the plans devised based on the objectives and aims of an organization. Through planning, a manager lays down what is to be done or achieved, states the strategies on how it is going to be achieved and setting timelines on when the objective is to be achieved and the individuals in the organization that are going to help in the achievement of the said objective. Plans are made from critical analysis of the needs of an organization, past experiences and the future of the organization. Every organization, private or public values service delivery and growth and all these are contained in a plan that a manager has to lead the team in achieving.

**Leadership and direction.**

 A manager provides leadership in an organization. It is a manager’s duty to assign responsibilities and assess the performance of every team member. If there is need for restructuring or retraining, this is done through an appraisal process initiated by the manager. He/she is the leader of a particular department or organization and is responsible for the day to day operations. The manager can also delegate part of the leadership responsibilities to others in the organization. A manager may offer leadership in sectors such as health, environment, finance, security, education, public transport and infrastructure, water, housing, agriculture and communication.

**Spokesperson**

 An organization may have a communication department but the manager is the spokesperson of the organization in terms of what is to be communicated and the messaging. Though he may not directly communicate at all times, he is responsible for the information that is disseminated. In case of a crisis or an emergency, the manager will issue a communication both internal and external on behalf of the organization. This requires that he be knowledgeable, well-groomed and calm and a good communicator.

**Organizing**

The manager ensures that the different departments and individuals work as a team to achieve the objectives of the organization. He/she also supervises the activities of the staff to ensure that each is working accordingly. This includes timeliness and adherence to procedure laid done for the achievement of the specific objectives.

**Conflict Resolution**

Conflicts always arise where people are. Even in a harmonious and conducive working environment, conflicts are bound to arise. This is due to personal differences, tastes and preferences, habits, different needs, favouritism, few resources, breakdown in communication, unrealistic targets and unclear responsibilities. These conflicts may lead to high staff turnover and may bring down team spirit and productivity. Certain operations or the whole organization may be brought to its knees should these conflicts remain unresolved for long. It is the manager’s duty to identify and handle the conflicts before they go out of hand. In an organization where conflicts are handled fairly, workers feel satisfied and motivated.

**Motivating**

 Yaniieva (2022) states that modern managers strive to use the potential of organizational culture and motivational system in their activities in order to create efficient production, increase labour productivity and harmonize social and labour relations. . It is impossible to create a successfully working organization if it is not adapted to changes in the environment. On the other hand, it is impossible to imagine an organization that does not have its own internal space, its principles and laws of interaction, its internal organizational climate and its approach to solving the problems of internal integration and cohesion. She suggests that almost all conscious behaviour of people is motivated or determined by specific reasons. It is necessary to find out what motivates and the needs of employees in order to direct their behaviour and motivate them to fulfil the assigned task.

Employees can be rewarded for accomplishing tasks or meeting specific targets. There are many forms of motivation and the manager needs to find out what works for their organization in order to increase productivity.

**Controlling**

After plans have been made and objectives set, it’s important to evaluate from time to time whether the objectives are achieved. Decisions have to be made and changes effected. Measurement and evaluation must always be carried out at the prescribed intervals to ensure the organization as a system is working as intended and there is no laxity or redundancy.

**Staffing**

There are several departments and sections in an organization. These sections, each require a specific set of skills in carrying out duties. The manager is responsible for the selection and recruitment of qualified human resource to handle the different departments. It is important to recruit motivated, dynamic and goal-oriented individuals to help in carrying out the objectives of an organization in the fast changing world. A qualified staff that works as a team is a very important aspect that a manager must ensure.

**Training and Development**

 Many organizations train their newly recruited employees on processes and procedures of the organization. This is done through seminars, workshops and in-service course. They also retrain their old staff to grow their skills and become more productive.

Conclusion

 Managers are an integral part of an organization and ensure efficient and effective running of the organization. A visionary manager will help the organization achieve its goals and grow in the competitive business environment. Service delivery improves when managers perform their roles. More research should be carried out with the aim of helping managers carry out their roles properly.

References

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