**Administrators, Who are they?**

An administrator must be qualified to act as a licensed insolvency practitioner and be eligible to act in relation to the particular company. When consenting to act as an administrator, they must consider whether there is any conflict of interest or other reason why they should not act as administrator and also declare any prior professional relationship with the company. A prior relationship may include advising the company and its directors prior to the administration, even where that advice is in relation to the administration

The duty of an administrator depends on the company that the administrator works for. However, general skills exist that apply to most administrators across varied organizations. One of the primary duties of an administrator is to ensure that the organization operates with efficiency. This requires a set of skills that can handle the many different people and situations within the organization. Specific skills essential to an effective administrator include good communication and being organized.

**Planning and Organizing**

In organizations, an administrator devises short-range and long-term plans that establish a clear set of objectives that aim to get the organization where it wants to go. For the administrator to succeed in implementing these plans, he must understand the how, when and whom of the plan. Besides planning, an administrator provides efficiency through organization. This organization allows the administrator to coordinate the efforts of a business to achieve one or a set of goals collectively.

**Directing**

After planning and organizing, the administrator must establish the direction that others in the organization will follow. Leading the individuals within the organization to accomplish a common set of goals requires the combination of resources and an effective support system. An administrator should have interpersonal skills that can manage the many different personalities that exist within the organization. Additionally, an effective administrator will use the capabilities of the staff to make the plan succeed. This includes the delegation of authority, responsibility and control to other supervisory staff.

**Staff**

Another important duty of an administrator involves staffing the organization with the right people. This requires a complete knowledge of the organization and what the organization needs. The administrator must coordinate with human resources and other departments within the organization. Administrators typically want to have active participation in recruiting and screening new individuals for the organization. After hiring new personnel, the administrator should actively appraise the progress of the new employees.

**Liaison**

An effective administrator is a liaison between management and staff. By engaging both parties, an administrator can find solutions that will meet the demands of both management and staff. This can help to make the organization a positive work environment free of many problems and conflicts. The administrator should manage the information, performance and expectations of everyone within the organization and make necessary corrections to benefit the organization.

**Social Welfare Administration and Social Welfare Administrators:**

Working at the macro level is a different side of social work, but one that is every bit as critical as providing direct services. The social work administrator is focused on the future. Administrators are decision makers, concerned about the well-being of a total system versus one particular client.

This work requires knowledge about social policy and the delivery of social services. Administrators must have an understanding of human behavior, a commitment to social work ethics and values, and a vision for the future.

Today’s agencies and human services organizations are more complex to run than a traditional business. Having a strong social work administrator to steer the direction of an organization is crucial. This means working on budgets, designing programs to fulfill the needs of the population, evaluating the effectiveness of existing programs, identifying areas that lack support, managing overarching strategy for the community or department, and working on policies.

Social work administrators must also have an understanding of social services, human behavior and social problems as social work as a profession is still rooted in its commitment to being consumer-oriented and servicing disenfranchised populations. It’s important that prospective administrators have a sophisticated understanding of business and feel the call to be a leader.

Social work administration is a rewarding field that allows social workers to make a difference in the communities they serve.

**Social Work Administration Jobs**

Those with a background in social work administration have unique skills that create a range of job opportunities. These job opportunities include:

* Family service agencies
* Child welfare departments
* Social service agencies
* School personnel departments
* Area agencies on aging
* State mental health departments
* Employee assistance programs
* Probation departments
* Hospitals and home health care agencies
* Public welfare agencies

Social work administration is a growing field, with the Bureau of Labor Statistics citing expected job growth of 27 percent between 2010 and 2020. As the country struggles to deal with a large aging population, these jobs will become more popular with agencies looking to ensure they are prepared to serve this demographic.

The country is also at a point where there is recognition that mental health programs are necessary health services that communities must provide, further increasing the need for administrators.

The median annual salary is $83,842 and the top 10 percent of earners make more than $102,000. Though the salary will vary depending on the geographic location, organization, skill set and education, social work administration is a growing field with plenty of potential.

**Become a Social Work Administrator**

Given the varied responsibilities of a social work administrator, the job requires a broad understanding of many different areas. It’s crucial for those seeking to work in the field to have a proper education.

Historically, administration jobs were filled by social workers with exemplary leadership and management skills. While communities still look for these qualities in a social work administrator, in recent years there has been a greater emphasis placed on finding candidates with an advanced education in the field.

Now, these jobs generally require a Master of Social Work, as well as real-world field experience. Programs like the MSW@USC offer concentrations like Community Organization Planning and Administration, which specialize in preparing students to work in urban communities by providing classes that focus on macro practices.

Understanding the big picture is imperative for those working in social work administration. Social work programs offer classes in management and finance, program development and evaluation, and community organization to prepare students for this field of work.