



# STEM Careers

## Directives Manager

**Job Description:** Organizes, evaluates, and designs systems and procedures in the work environment. Creates procedures and operations manuals for others to use.

### What does a Directives Manager do?

- Finds and organizes information on work procedures or problems.
- Analyzes data to create solutions for problems or alternative procedures.
- Works with others to ensure new procedures are implemented.
- Prepares manuals and trains workers in the use of new procedures or work systems.
- Designs and performs studies to create more organized and efficient work procedures.

### Your Interests:

- Do you like organizing and planning?
- Do you enjoy writing?
- Do you like listening to and helping other people?
- Do you communicate well with others?

### Outlook: **Bright**

Average Salary - \$37.74 hourly, \$78,490 annual

Projected Job Openings - 274,300 over the next 10 years

### Education/Program of Study:

- Bachelor's Degree

Sources:

O\*NET Online

<http://www.onetonline.org/link/summary/13-1111.00>