

You'll Find Good Jobs in MANAGEMENT

If you aspire to be a top manager, top jobs await you.

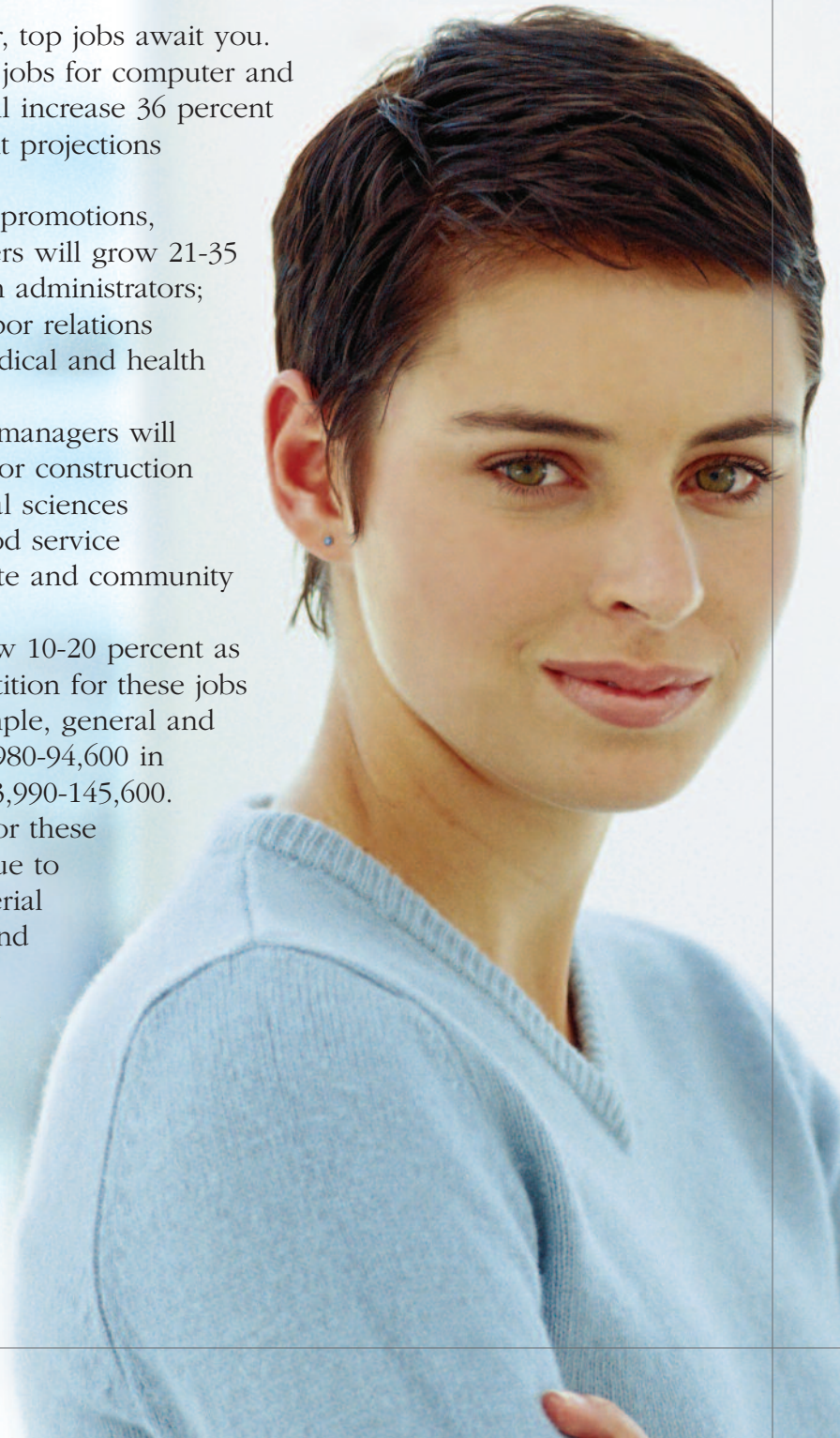
For example, between 2002-12, jobs for computer and information systems managers will increase 36 percent or more, according to government projections (<http://www.bls.gov>).

Jobs for advertising, marketing, promotions, public relations and sales managers will grow 21-35 percent, as will jobs for education administrators; human resources, training and labor relations managers and specialists; and medical and health service managers.

Jobs for administrative services managers will grow 10-20 percent, as will jobs for construction managers, engineering and natural sciences managers, financial managers, food service managers, and property, real estate and community association managers.

Jobs for top executives will grow 10-20 percent as well. As everyone knows, competition for these jobs is high, as are earnings. For example, general and operations managers earned \$44,980-94,600 in 2002. Chief executives earned \$73,990-145,600. Obviously earnings vary widely for these top managers, which usually is due to length of service, level of managerial responsibility and the type, size and location of the company.

Certainly experience pays when it comes to getting a top job. So does education.





Every career field has its own special words. Here are some management words:

Acquisition
Administrator
Analyst
Assess
Board of directors
Change agent
Channel

Chief executive officer
Compensation
Coordinator
Cubicle
Department director
Downsize
Entrepreneur

Franchise
Glass ceiling
Incentive
Investment
President
Productivity
Presentation

Representative
Schedule
Spreadsheet
Stakeholders
Strategy
Subsidiary
Vice president

Office managers, for example, may be promoted to the position based on past performance. However, other administrative services managers in the areas of audiovisual, graphics and other technical activities may need postsecondary technical school training or an associate's degree. Managers of highly complex services, such as contract administration, engineering or other specialties, generally need at least a bachelor's degree in business or company specialty fields such as architecture, engineering, construction management, health care administration, etc.

You may want to create your own top job, like Daryl DeJoy did (see page 15), by combining your education, experience and entrepreneurial personality into a business that meets people's needs. Read on to find out what DeJoy and other top business leaders have to say about their managerial jobs. Maybe you'll be a top manager, too, someday.

How to Become **The Boss**

James Brent has major responsibilities as Program Manager of the Office of Currency Production at the Bureau of Engraving and Printing (BEP).

He works with the Secret Service, FBI and Federal Reserve Board on changes to the currency that will help protect it from counterfeiting.

He's in charge of daily operations that include printing the currency, examining it for quality – “they examine every bill manually and electronically” – and overprinting the serial number and Treasury seal.

In fact, he's the person responsible for filling the order for the three billion new \$20 notes that were due by the release date of October 9, 2003.

“We actually sell our product to the Federal Reserve Board, so we're like a private company,” said Brent, who has a degree in business administration and management.

Brent started in human resources at BEP, but didn't stay in that position. “I had a desire to see what makes our agency tick,” he explained.

“The best and worst things about the job are the action and attention needed,” said Brent, who thrives on all of the activity. “There's a lot going on. There are 500 employees in this office who work three shifts five and sometimes seven days a week.”

What does Brent look for in an employee:

“Someone who's motivated and a self-starter.

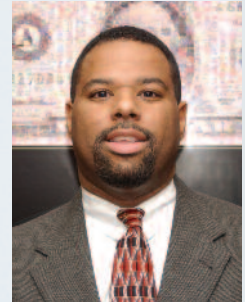
Because of what we do, decisions are made on the floor, on the equipment. The employee needs to be able to make appropriate decisions, react to situations and make adjustments.

“Someone who pays attention to detail, someone who looks beyond the surface, who goes to that next level.

“Someone who's willing to learn. There are so many different situations, scenarios. It's different each day. Printing is not an exact science.”

If you want a management career, Brent advises, “Be driven, be creative, be patient. Things don't always happen the way we think they should. Be focused on what you want to have happen and have fun with it – that's where creativity comes in.”

American Careers editor Mary Pitchford interviewed James Brent.



James Brent