

Management vs. Administration: A Quick Comparison Table

Feature	Administration	Management
Primary Role	Determinative (Policy & Objective Setting)	Executive (Implementation & Action)
Nature of Work	Thinking, Deciding, Conceptualizing	Doing, Executing, Operationalizing
Level in Org.	Top-Level (e.g., Board of Directors, CEO in strategic role)	Middle & Lower Levels (e.g., Department Managers, Supervisors)
Scope	Broad, Strategic, Long-term	Specific, Operational, Short to Medium-term
Main Focus	What should be done? Why should it be done?	How should it be done? Who will do it? When should it be done?
Key Functions	Policy Formulation, Strategic Planning, Objective Setting	Operational Planning, Organizing, Leading, Controlling
Skills Emphasized	Conceptual, Visionary, Decision-Making, Analytical	Technical, Interpersonal, Problem-Solving, Motivational
Influence Focus	Primarily External Factors (Govt., Economy, Society)	Primarily Internal Factors (Policies, Resources, Team Dynamics)
Typical Usage Context	Government, Public Sector, Non-profits, Educational Inst.	Business Enterprises, Private Sector
Involves	Framing overall objectives and laying down policies	Implementing policies and achieving objectives
Represents	Often the owners or their high-level representatives	Employees hired to get work done through others
Orientation	"What is to be done?" and "When is it to be done?"	"Who will do it?" and "How will it be done?"

Administration Management A Selected

Mark Steyvers



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