TYPES OF MANAGERS

Managers in organizations perform various managerial functions like planning, organizing, staffing, directing and controlling and other functions such as production, finance, human resource, and marketing. The levels create a hierarchy in organization structure. The levels of management differentiate different managerial positions in an organization. In other words levels of management are a line of demarcation between various managerial positions in an organization. In large organization three levels of management are identified.

1. Top level Manager
2. Middle level Manager
3. Lower level Manager

1.TOP LEVEL MANAGER

Top Level managers who work at the highest level of hierarchy. It composed of a comparatively small group of people. It is responsible for the overall management of the organization. Managers in this level are generally " chief executives officers " ," president " , " vice presidents ", " general managers " , " managing directors " etc. though the exact title varies from organization to organization.

Functions performed by the top managers:

Top managers perform following functions:

- They lay the objectives, plans, policies and procedures for the organization.
- They manage the organization by performing the managerial functions of planning, organizing, staffing, directing and controlling.
- They appoint the executives for middle level i.e. departmental managers.
- They co – ordinate activities for various departments of the organization.
- They integrate internal activities of the organization with the external environment. They update the internal environment according to the changes in the external environment (e.g.
- Technological, Economical, and Social, Political etc.)
- They assemble the resources needed to put plans in to action.
- They issue instructions for the preparation of departmental budgets and procedures.
- They decide the future courses of action taking into consideration economic policies and other social, national, and international factors.
- They cater the demands of various groups of stakeholder who interact with the organization like government, consumers, creditors, suppliers, owners, employees etc. and try to harmonize their goals with organizational goals.

2. MIDDLE LEVEL MANAGER

Middle-level managers are departmental heads who receive broad overall strategies and policies from top managers and translate them into specific goals and plans for first-line managers to implement.

Middle managers perform following functions:

- They lay the goals, plans and policies for their respective departments and ensure their successful accomplishment.
- They spend a major part of time (about 75 %) in managing day-to- day operations of the company .They do not actively interact with outside parties (costumers , suppliers , etc.)
- They balance the demands of superiors with the capabilities of subordinates. They observe the activities to of lower managers and report them to the top managers.
- They participate in employment and training of lower level management.
- They coordinate the activities within their division and department.
- They send important reports and important data to top management and evaluate the performance of junior managers.
- They inspire lower level managers towards the better performance.
- They motive subordinates for higher productivity and award them for their outstanding performance.
- They recommend amendments in policies of their respective departments.

3. LOWER LEVEL MANAGER

It is also called as operational level management. It consists of first -line managers or supervisors. They serve as link between middle – level managers and non –managerial employees.

Functions performed by lower level managers:

- They supervise the activities of employees, issue instructions and help them execute those instructions.
- They coordinate the work of employees with the organizational resources (financial and non – financial).

- They train employees to perform better to ensure smooth conduct of business operations.
- They evaluate the performance of employees and send their reports to higher – level managers.
- They plan day – to – day operations of the business and do not deal with the outside world.
- They assign works and tasks to various workers. They also provide training to the workers.
- They are responsible for the quality and quantity of the production.
- They help to solve the grievances of the workers.
- They prepare the periodical reports about the performance of the workers.
- They communicate workers' problems, suggestions and appeals to higher- level.
- They receive instructions from the middle level management and implement them
- To achieve routine functions of the business.
- They ensure safety of tools, machines and equipments on which workers perform the operations.
- They create the sense of belongingness amongst workers which helps in building the image of enterprise.