

Class Concept

Positions in this class relieve the supervisor by organizing and coordinating administrative/business activities including budget, purchasing, inventory, payroll and HR; and specialized records and process coordination of the program specific functions. Positions supervise assigned staff and manage daily business and finance communication. The position acts for the administrator (e.g., responds to programmatic issues/ needs of staff; leads/monitors task forces; plans, writes and implements departmental goals), serves as liaison between administrator and subordinates, transmits decisions and directives, represents administrator at meetings and conferences, assumes responsibility and authority in administrator's absence, interviews, hires, and counsels employees, manages office and auxiliary functions (e.g., maintenance, security, public information, HR) and formulates and implements program policy.

Work involves responsibility for analyzing and solving technical problems; the enforcement of laws and regulations; and frequent public contacts in promoting established programs. Work is performed under general supervision and is subject to review and evaluation through conferences, post-audits, personal inspections, written reports, and public acceptance. In some areas the positions serve as the assistant director of a specialized program

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of modern office procedures, practices, and equipment.
- Basic knowledge of the principles and practices of public administration and business administration.
- Basic knowledge of HR policies and practices.
- Basic knowledge of accounting principles and practices.
- Technical skills and ability to perform analysis in business operations, banking operations, accounting, and financial reporting.
- Ability to prepare budget documents and reports; ability to monitor and maintain the financial resources of the organization to meet organizational objectives and compliance.
- Ability to participate in allocating resources, planning, procurement, and oversight of budgets and contracts to ensure fiscal stability of the unit.
- Ability to exercise judgment and discretion in applying and interpreting policies and procedures.
- Ability to plan, assign and review the work of other.
- Ability to understand and carry out oral and written instructions.
- Ability to establish and maintain effective working relationships with associates, officials and the public.
- Ability to express comments and opinions clearly and concisely in oral or written form.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and one year of experience in HR, budgeting, research or administrative management; or an equivalent combination of education and experience.