

Class Concept

This is administrative and managerial work in the direction of a large multifaceted program in a state agency or facility. Employees in this class have significant accountability for planning, program development and implementation. Work includes responsibility for direct supervision of all employees in the program area and technical direction over other managers in the utilization of services. Work assignments are generally self-planned, but require frequent interaction with higher level administrators, other employees in the agency, and personnel in other state agencies. Employees exercise considerable independence in carrying out broad program responsibilities. Work is performed under the general supervision of a higher level administrator and is evaluated for effectiveness of operations and accomplishment of goals and objective.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of modern office procedures, practices, and equipment.
- Considerable knowledge of the program area
- Working knowledge of the principles and practices of public administration and business administration.
- Some knowledge of personnel policies and practices.
- Some knowledge of accounting principles and practices.
- 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.

Minimum Education and Experience

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