

Class Concept

This is the highest level of administrative and managerial work in the direction of a large multifaceted program in a state agency or facility. Positions in this class have significant accountability for establishing the program goals, program planning, design, development, implementation and evaluation. Work includes responsibility for direct supervision of all positions in the program area and administrative/technical direction over other managers in the utilization of services. Work assignments are more strategic in nature and are carried out with a significant level of independence. Some interaction with higher level administrators, other positions in the agency, and personnel in other state agencies is required in ensuring the program is successful. Positions exercise considerable independence in carrying out broad program responsibilities. Work is performed under the general supervision of a higher level director or administrator and is evaluated for effectiveness of operations and accomplishment of goals and objectives.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of modern office procedures, practices, and equipment.
- Thorough knowledge of the principles and practices of public administration and business administration.
- Considerable specialized knowledge of the program area
- Considerable knowledge of personnel policies and practices.
- Considerable knowledge of accounting principles and practices.
- Ability to exercise significant judgment and discretion in applying and interpreting policies and procedures.
- Ability to plan, assign and review and evaluate the work of others.
- Ability to work independently in carrying 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 four years of experience in personnel, budgeting, research or administrative management; or an equivalent combination of education and experience.