

Class Concept

Position manages the daily operations of an office or facility including its assets, financial management, budget, HR/procurement activities, support staff and offices; and those who assist the manager(s) in managing and planning for the future. Assist top management in the conception and development of policies, procedures, regulations and program planning for a very large department/division or agency. Resolves problems and questions presented by subordinate supervisors or managers department wide regarding work processes, policies, organization or methods. Establishes and maintains work standards, policies, procedures, methods, and rules. Compiles and prepares department budgets, annual reports, strategic plans or special project reports. Represents top management at meetings, seminars, or other formats. Resolves problems and questions regarding work processes, policies and organization; examines organizational structure, funding, management methods and makes recommendations for improvement. Proposes revisions of internal policies as needed and implements changes. Communicate Department goals and mission to subordinate supervisor(s); prioritize projects, jobs and/or tasks for supervisor(s) in relation to the long-range Departmental goals.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of fiscal/budgetary theories and methodology.
- Considerable specialized program knowledge and judgment.
- Thorough knowledge of HR practices.
- Thorough knowledge of Federal/State policies.
- Thorough knowledge of Departmental rules and regulations.

Minimum Education and Experience

Bachelor's degree in accounting, business, finance or other discipline related to the area of assignment from appropriately accredited institution and three years of progressive related experience, in which, two years should be in a supervisory role, or equivalent combination of education and experience.