

Class Concept

Position provides some programmatic leadership, can serve as a member of the management team for a facility or division, reviews procurement activity and operating budgets, and coaches and counsels staff/external personnel at an office or facility. Positions in this class resolve problems and questions presented by subordinates, division supervisors or managers department wide regarding work processes, policies, organization, or methods. Positions can manage moderately complex personnel issues such as employee selection, salary recommendation, employee orientation, performance review, and disciplinary/grievance actions. Positions also assist with policy development, interpretation, and planning, which includes the development, review and modification of procedures impact the office, and provide status reports as needed. They also assess operational needs with regard to automation, telecommunication, and facility management and communicate with a wide variety of internal staff and external agencies, ensures procedures are followed, and usually supervises administrative, clerical, and/or technical staff.

Recruitment Standards

Knowledge, Skills, and Abilities

- Intermediate knowledge of program(s)
- Intermediate knowledge of fiscal/budgetary theories and methodology
- Intermediate knowledge of Federal/State policies
- Intermediate knowledge of office procedures, organizational hierarchy, and quality assurance in adherence to set procedures and guidelines
- Intermediate knowledge of HR practices
- Ability to develop written documents and reports and cater information to the sophistication of the audience
- Ability to supervise staff and make changes to workload distribution as necessary
- Ability to direct and manage staff
- Ability to manage routine to precedent setting issues
- Ability to provide strategic planning assistance to management

Minimum Education and Experience

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