

Class Concept

Position provides daily programmatic leadership, is a member of the management team, 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 subordinate supervisors or managers department wide regarding work processes, policies, organization, or methods. Positions manage highly 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

- Thorough knowledge of program(s)
- Thorough knowledge of fiscal/budgetary theories and methodology
- Thorough knowledge of Federal/State policies
- Intermediate knowledge of office procedures, organizational hierarchy, and quality assurance to assure 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 manage issues of varying complexity
- 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 three years of progressive related experience, two years of which should be in a supervisory role, or an equivalent combination of education and experience.