

Class Concept

This is administrative work in directing and coordinating the day-to-day statewide effort within a major division or service delivery area. The employee serves as a member of the executive team and may direct several sections (Assistant Director) depending upon the size of the organization and the scope and complexity of the work.

The employee directs other managerial, professional and support staff in the delivery of services in the assigned units and program areas and acts with full delegated authority. Work involves: planning, developing, implementing, analyzing, and evaluating programs and/or services, providing leadership in setting agency goals and objectives for the programs assigned; working with other agency executives in resolving internal resource allocation and program integration issues including human resources, budgets, purchasing, property upkeep and maintenance; and oversight for rule making, commission support, legislative changes and enforcement of applicable federal and state regulations as well as agency policies, rules and regulations that affect program structures and operations. Positions utilize analysis and operational data to establish organizational priorities with the Division Director.

Work involves providing a leadership role in developing and maintaining involvement and cooperation with both the public and private sector components of the service delivery system. Position serves in lieu of the Division Director when assigned to do so. Work is performed independently under the general direction of the Director and is evaluated on the basis of program success.

Levels are differentiated based on

- Division Director level
- Size of division
- Number of programs
- Amount/variety of funding streams
- Political sensitivity

Recruitment Standards

Knowledge, Skills and Abilities

- Considerable knowledge of the organization, programs, operation, policies and objectives of the Division.
- Considerable knowledge of personnel, purchasing, budget and accounting practices and procedures.
- If applicable, considerable knowledge of local government service delivery systems.
- Thorough knowledge of the principles and practices of public and business administration.
- Thorough knowledge of federal and State laws, rules, and regulations pertinent to the Division.
- Ability to plan and direct fiscal and business services of a large organization.
- Ability to select, train, and supervise employees engaged in specific program or operational area.
- Ability to develop and maintain effective working relationships with associates, other State officials and the general public.

Minimum Education and Experience

Master's degree in a discipline directly related to the agency's program, business administration or public administration from an appropriated accredited institution and three years of managerial experience in the public or private sectors involving significant decision-making authority in the planning, organizing, and directing of operations in an area related to the assigned program(s); or an equivalent combination of education and experience.