

### Class Concept

This is administrative work in directing and coordinating the day-to-day statewide effort within an agency, major division or service. The employee serves as a member of the executive team and may direct several or all of the sections depending upon 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: 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; 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. 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. 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 federal and State laws, rules, and regulations pertinent to the Division.
- Thorough knowledge of the principles and practices of public and business administration.
- 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, five 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.