

Class Concept

The Division Director is responsible for planning, direction and administration of diverse, comprehensive programs and related administrative operations that have significant impact on the health, safety, and wellbeing of the citizens served. Programs and policies may be administered by division staff and local government agencies but require integration of numerous federal and state regulations, procedures, and legislation. Development of annual plans addressing programmatic and funding needs and compliance may be required, including responsibility for corrective action plans. Funding comes from a variety of sources that effect strategic and tactical planning. Work requires considerable contact with federal and state agencies, legislative bodies, and consumer and advocacy groups, and other related regulatory and stakeholder groups. Work is performed independently under the general direction of the agency Secretary or designee and is evaluated on the basis of program success.

Levels are differentiated based on

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

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of Division programs and, if applicable, local government service delivery systems.
- Thorough knowledge of the organization, operation, and objectives of the Division.
- Thorough knowledge of federal and State laws, rules, and regulations pertinent to the Division.
- Thorough knowledge of the target service population.
- Ability to coordinate and direct employees and programs through an understanding of managerial principles, techniques, and practices.
- Ability to develop and maintain satisfactory relationships with the target service population, general public, State, federal, and local officials, as needed.

Minimum Education and Experience

Master's degree in a discipline relative to the program, business, or public administration from an appropriately accredited institution and four years of managerial or supervisory experience in a closely related programmatic area; or,

Bachelor's as indicated above from an appropriately accredited institution and six years of experience in a closely related program, five of which must be managerial or supervisory experience in a closely related programmatic area; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.