

Class Concept

Positions in this class administer a program of considerable scope and complexity, requiring specialized knowledge of the program and the associated processes and procedures. Positions serve as an expert or lead in the area of assignment. Positions perform a variety of high level administrative duties in developing and maintaining departmental or institutional programs. Work involves responsibility for analyzing and solving technical problems; the enforcement of laws and regulations; and frequent public contacts in promoting established programs. Work is performed under general supervision and is subject to review and evaluation through conferences, post-audits, personal inspections, written reports, and public acceptance. Work may involve the supervision of staff.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of public and business administration.
- Thorough knowledge of program objectives and standards in the area of assignment.
- May require basic knowledge of accounting practices and procedures.
- Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness.
- Ability to exercise judgment and discretion in establishing, applying, and interpreting policies and procedures.
- Ability to establish and maintain effective working relationships with agency personnel, officials, and the general public.
- Ability to participate effectively in program planning, evaluation, and quality control methods.
- May require the ability to plan, assign, and supervise the work of subordinate positions

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and two (2) years of experience related to the area of assignment; or an equivalent combination of training and experience.