

Class Concept

Positions in this class manage and direct a program of considerable scope and complexity, requiring considerable specialized knowledge of the program and the associated processes and procedures. Positions serve as a manager or assistant manager with program authority in the area of assignment and may supervise Program Supervisor I positions. These positions oversee all operations and services provided by staff and assist leadership with strategic planning. Responsibilities include planning, organizing and managing daily operations; human resources management and staff development; program policy and procedure design and implementation; and associated business functions.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of the principles and practices of public and business administration.
- Considerable knowledge of modernize procedures, practices, and equipment.
- Working knowledge of human resources policies and procedures.
- 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 plan, assign, and supervise the work of subordinate employees.
- Ability to establish and maintain effective working relationships with agency personnel, officials, and the general public.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and five (5) years of experience related to the area of assignment; or an equivalent combination of training and experience.

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