

Class Concept

This is administrative work, in directing and coordinating the day-to-day statewide effort within an agency, major division or service. The position may direct several or all of the sections related to a large program depending upon the scope and complexity of the work. Positions at the II level direct sections with larger scope and complexity of work. The position 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 and may require working with other agency executives in resolving internal resource allocation and program integration issues. Position may have 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.

Recruitment Standards

Knowledge, Skills and Abilities

- Thorough knowledge of the principles and practices of public and business administration.
- Considerable knowledge of human resources, purchasing, budget and accounting practices and procedures as related to the program area of assignment.
- Considerable operational and policy knowledge related to the program area.
- Skill in managing a staff of professional and support positions to achieve program goals.
- Skill in program analysis and evaluation.
- 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 Training and Experience Requirements

Bachelor's degree from an appropriately accredited institution and three (3) years of program experience related to the area of assignment, including one year of supervisory program experience; 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.