

EXECUTIVE 2

KIND OF WORK

Office program management work.

NATURE AND PURPOSE

Under limited supervision/procedural control, provides advice and technical assistance and performs administrative/coordinative activities to assist in the development and implementation of policy, standards, and/or program operations for more than one major parallel function; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Schedules meetings and conferences with other staff members and outside agency staff to promote awareness and clarify objectives by relaying information relative to the assigned programs, resolving operating issues and securing information that would be useful in making program decisions.

Advises state and federal officials, council and board members, agency staff, special interest groups, and the public on matters pertaining to agency policy and procedure by providing written and verbal interpretations, responding to concerns involving the assigned program, and intercepting and/or moderating adverse pressures or influences.

Plans and coordinates special research and investigative projects regarding administrative and program problems and issues by researching, developing, and recommending courses of action.

Monitors the agency's progress toward meeting established goals and objectives by compiling, reviewing, and assessing reports and records to identify the cause and impact of delays or other problems.

Coordinates and consolidates budgets for more than one work unit and evaluates the information by comparing cost projections and actual costs and implementing fiscal control systems to insure budget requirements are met.

Interprets administrative policies, procedures, and processes to agency staff, state and local officials, and the public by answering their inquiries and insuring proper application of these directives and processes.

Recruits and screens potential job applicants, processes personnel transactions, implements employee performance evaluation programs, and/or represents the administrator in labor contract administration matters to establish, maintain, and/or improve the efficiency of activities in the total personnel program.

Establishes policies, procedures, and processes pertinent to administrative support and/or program operations to ensure efficiency, utility and effectiveness by evaluating needs and existing systems, and making/recommending modifications and improvements.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of:

Laws, rules and regulations governing the programs of the agency as they relate to both support and administrative functions sufficient to provide advice on and establish policy and procedures.

Inter-relationships among multiple parallel functions of the agency and the groups served sufficient to plan and coordinate activities.

Research and administrative survey techniques sufficient to plan and coordinate special research and investigative projects regarding administrative and program problems.

Principles and practices of budgeting, accounting and fiscal control sufficient to compare cost projections and actual costs and implement fiscal control systems.

Personnel management practices sufficient to recruit and screen applicants and to implement employee performance evaluation programs.

Ability to:

Identify and interpret program requirements, policies, regulations and other guidelines.

Interact with superiors and other employees and the public to gain their cooperation and to establish working relationships.

Communicate orally and in writing to exchange information and ideas and to promote agency needs, plans and objectives.

Conduct research activities and summarize technical data and conclusions into reports.

Study administrative problem areas, analyze relevant data and formulate alternative courses of action.

Interpret and apply oral and written instructions as applied to administrative or program operations.

Est.: 4/40
Rev.: 3/61, 2/84
Checked: 3/68

T.C.:
Former Title(s):