

EMPLOYMENT AND ECONOMIC DEVELOPMENT STAFF DIRECTOR

KIND OF WORK

Management level work in the direction of comprehensive staff support services.

NATURE AND PURPOSE

An employee in this class is responsible for planning and directing specialized services for a major division within the Department of Economic Security. Duties include primary involvement in the origination and implementation of program support activities affecting the central and field operations of a division committed to the administration of a single service or that of several separate program components. Responsibilities may include budgeting, fiscal management, special grants administration, personnel planning, program development, program and administrative analysis, and intra/inter-departmental liaison relationships on behalf of the program(s) served.

General supervision is received from the divisional Assistant Commissioner. The employee is allowed considerable independence in the execution of the position requirements, with the exception of major policy/program changes, which are presented for consideration by the appropriate Assistant Commissioner. Work review is in the context of periodic reports and conferences.

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

Plans and directs the implementation and maintenance of a divisional management information system and related fiscal resource systems so that divisional personnel have readily accessible program information.

Guides the negotiation of contract, grant and interagency agreements on behalf of the division so that the effectiveness of divisional program delivery is maintained.

Plans and directs an internal monitoring and evaluation plan to appraise program regulatory conformance and effectiveness.

Directs and coordinates fiscal activities of the division; assesses financial needs and requirements; oversees the negotiation of a division annual budget; insures technical assistance as provided to central and field staff.

Acts as liaison with local, state and federal agencies so that divisional objectives are met.

Participates in legislative activities impacting on divisional operations; assesses legislative needs of a division; tracks and analyzes legislative proposals; prepares fiscal notes for legislation introduced.

Determines and procures personnel and non-personnel needs; defines staffing requirements of a division and initiates appropriate actions; directs and coordinates space and equipment purchases and leases.

Evaluates needs and makes recommendations for improving the effectiveness of division program(s) and upgrading the competence of staff at all levels via training programs and other skill enhancement resources.

Performs related work as required.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Substantial knowledge of the principles of modern administrative management and public administration.

Thorough knowledge of functions, procedures, organization, and governing laws and regulations guiding the activities of a division concerned.

Extensive knowledge of state accounting, budgeting and auditing procedures.

Some knowledge of the principles and applications of data processing systems.

Some knowledge of equipment management, including purchasing, leasing and space utilization.

#### Ability to:

Organize and direct the work of subordinate personnel engaged in a variety of administrative functions.

Successfully meet and establish effective working relationships with department officials as well as representatives of other local, state and federal agencies.

Analyze complex, technical and administrative problems and to prepare and present technical reports recommending corrective action.

Est.: 6/80

Rev.: 1/81

Ckd.: 11/91, 1/95, 7/03

T.C.: 12/80; 4/86, 1/95, 7/03

Former Title(s): Economic Security Staff Director

Unemployment Compensation Staff Director

Jobs & Training Staff Director

Economic Security Staff Director