

WELFARE RESIDENTIAL FACILITIES MANAGER

KIND OF WORK

Highly responsible managerial work in the administration of State Regional Center Facilities.

NATURE AND PURPOSE

The employee in this class is accountable for the fiscal and administrative management of the State Regional Center System. Responsibility includes making recommendations to the Assistant Commissioner of Human Services concerning policies and procedures for standardized budget planning, purchasing, record keeping and programming, and administration of such policies and procedures when adopted.

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

Monitors and coordinates programs of deinstitutionalization in order to ensure that an effective transition is accomplished.

Directs and coordinates the consolidation of support services among state institutions in order to ensure that satisfactory and effective services are provided at minimal cost.

Directs and coordinates building maintenance renovation in order to ensure that adequate facilities are provided for in the various state institutions.

Supervises and training a medium-sized professional staff in order to ensure that optimum work performance is maintained.

Supervises in conjunction with the Department of Finance the pre-planning and analysis of the biennial budget request in order to ensure that state regional center programs are properly financed.

Advises and consults with Commissioner, Assistant Commissioner, Division Directors, and Institution Administrators on matters of fiscal and administrative management in order to provide adequate information for major management decisions involving the state regional centers.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of modern principles and practices of public fiscal and administrative management.

Thorough knowledge of state accounting, budgeting and auditing procedures.

Thorough knowledge of the scope and purpose of state public assistance and institutional programs.

Considerable knowledge of inventory systems and materials and equipment standards.

Ability to:

Interpret fiscal and statistical data, to translate it into administrative policy and to project it into future budgetary and program planning.

Analyze institutional budgets, adjust them in terms of the department's total spending plan and to interpret budgets submitted to the federal government and the State Department of Administration.

Direct the work of employees and to maintain effective working relations with other division heads and institution administrators.

Est.: 10/75
Rev.:
Ckd.: 12/92

T.C.:
Former Title(s):