

ADMINISTRATION AGENCY DIVISION DIRECTOR SENIOR

KIND OF WORK

Executive administrative management, policy development and strategic planning level work for implementation of statewide programs.

NATURE AND PURPOSE

Under general direction, responsible for planning, directing and implementing statewide programs in an administrative division of an agency that has state-wide effect. An employee in this class is responsible for providing executive leadership to oversee all facets which could include facility, risk management, financial, legal or administrative. Responsibility extends to developing methods, policies and protocols in determining program evaluation, recommending and establishing implementation and evaluation policies for new and/or existing programs. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Admin Agency Division Director Senior differs from the Admin Agency Division Director classification in that the Senior classification oversees and has direct primary control over a greater amount of an agency's portion of budget. The Admin Agency Division Director Senior may have control over several program elements that impact a program state-wide and be seen as a key strategist and director over all elements. The Admin Agency Division Director Senior will generally report to an Assistant, Deputy or Commissioner whereas the Admin Agency Division Director may report to this classification.

OPTIONS

N/A

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

To participate as an executive member of the Commissioner/Deputy cabinet and senior staff and to participate in developing policies so that overall technical, financial and operational resources of the assigned programs are incorporated into the department's decision-making process.

To oversee a coordinated business model needed to support program infrastructure.

To formulate divisional goals, objectives, policies and procedures which align with state law, administrative rules and statutes.

To integrate efforts, allocate resources, and generate results associated with purchasing and delivery of purchased services.

Oversee and contribute to the development of fiscal notes, fiscal projections, budgets and budget proposals associated with the scope and activities associated with the division.

Oversee, manage and support multi-jurisdictional cooperative contracting programs that operate as self-sustaining businesses.

Advise executive leadership regarding policy, strategic, budgetary and operational matters affecting the division and implement decisions and policy objectives.

Ensure best clinical, risk management or program practices and standards as guided by statutes, laws or industry standards.

Participate with other political partners in overseeing interest for public projects in which the state becomes involved providing expertise.

Provide advice and counsel to executive level management on complex activities that may have a legal impact to programs or projects.

Represent or coordinate program responses to challenges, policy and program queries and issues raised by the Governor's Office, legislators, stakeholders, auditors or other parties.

Provide leadership on key operational resources including communications, technology, print and distribution to ensure that state resources are maximized and effectively carry out the operational duties of the project or program.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Departmental organization, policies, and procedures, state and federal laws and regulations, sufficient to coordinate diverse programmatic elements into a unified overall program, so as to accomplish the objectives and mission of the department.

Public and business administration and the practical use of strategic planning and mission and goals setting sufficient to keep the organization on course as directed by top management.

Executive management, principles and practices in order to sufficiently develop short and long-range planning of all department resources so that department needs can be accomplished in a cohesive, unified manner.

Risk management and the practical use of techniques for exposing programs sufficient to avoiding or mitigating financial or internal control losses.

Theories and practices of needs analysis, objective setting, operational planning, resource allocation and contract management sufficient to managing a state-wide large program.

Skills in:

Project management sufficient to manage multiple projects simultaneously, create clear and attainable project objectives, build project requirements, lead project team members, oversee the cost, time and scope of projects, manage project constraints, and communicate progress and end results.

Critical thinking sufficient to actively and skillfully conceptualize, apply, analyze, synthesize, and/or evaluate information gathered from a variety of sources.

Oral communication sufficient to deliver speeches to large audiences and communicate ideas and procedures and present final recommendations and reports to senior managers and other stakeholders.

Written communication sufficient to clearly and concisely write and/or edit materials such as memos, reports, and presentations for varied audiences.

Ability to:

Proactively develop and foster strong collaborative relationships with key stakeholders.

Manage the development, guidance and testing of new financing and funding strategies.

Evaluate and provide proper perspective to regional and local matters and to integrate regional and local needs and priorities within the department goals and objectives.

Delegate effectively, recognizing the expertise, capacity, and growth opportunities of others.

Manage large scale operations, develop, implement, evaluate, and alter administrative processes, and plan and implement policy, program, operations, and budget challenges.

Interpret internal or external business issues sufficient to recommend innovative solutions and/or best practices to complex issues.

Develop work plans for the most complex and highest risk audits, working with new areas or multiple agency or system wide audits.

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LEGAL OR LICENSURE REQUIREMENTS (These must be met by all employees prior to attaining permanent status in the class)

NA

SPECIAL WORKING CONDITIONS

N/A

Est.: 01/85
Rev.: 10/17

Former Class Title: Materials Management Director