

ADMINISTRATIVE SERVICES DIRECTOR

KIND OF WORK

Executive management work providing administrative and operational support.

NATURE AND PURPOSE

Under general direction, direct the development for fiscal, purchasing, risk management, materials management, office support, contract administration and data processing services. An employee in this class is responsible for providing executive leadership to oversee and plan, organize and direct the work of professional staff in the implementation of administrative programs and procedures. Responsibility extends to the integration of administrative, personnel, maintenance, facilities and support functions. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

NA

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.)

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

Direct the establishment and implementation of appropriate and sufficient controls and procedures in order to provide accountability of staffing resources, purchasing and materials management activities.

Assure that contract administrative requirements under various federal and state program laws are kept in compliance.

Formulate divisional goals, objectives, policies and procedures in concert with other divisions and assure the achievement of the department's goals and objectives.

Research new initiatives for the division and make recommendations to management staff for implementation throughout the division.

Provide consultative services in the implementation and evaluation of initiatives within a risk management structure to insure that risk assessments and action plans to reduce risk become a standard operating procedure.

Direct the development and implementation of organizational change initiatives and its impact on facilities and space planning operations.

Provide long-term direction for policy and program development to assure compliance with state and federal law for solid internal controls.

Direct the development of fiscal guidelines, program and systems which support a division's business and financial strategic needs.

Lead the integration of current and future strategic planning, staffing business planning and vision into budget development.

Oversee the coordination of activities with agency staff, other state agencies, contractors and the general public regarding physical plant construction and asset preservation.

Establish and maintain safety and disaster recovery plans that include all aspects of business operations.

Act as a liaison with legislature staff on agency specific issues. During the legislative session, testify on behalf of agency, program activities, funding, etc.

Work with Department of Administration and in leased buildings, building landlord, on agency building leases. Work on space development plans to meet agency space needs in conjunction with facilities management.

Manage domestic and international trade development programs and services.

Establish and maintain relationships with US and international government agencies, organizations and businesses.

Direct as well as provide oversight, implementation and development legislative initiatives.

#### 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.

Administrative principles sufficient to develop and recommend planning strategies regarding Division program, policies, and legislation and provide managerial leadership to the development and implementation of administrative plans.

Leadership ability (statewide) to lead and direct others with oral/written effectiveness and with integrity and credibility.

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

Economics, quantitative (including market research) methods, and fundamental business operations.

Theories and practices of needs analysis, objective setting, operational planning, resource allocation and contract management sufficient to overseeing administrative functions.

Principles and practices of the legislative process.

Skills in:

Use of management concepts including performance management, strategic planning and team building.

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

Fostering change management techniques to multiple administrative units for a Division.

Time management, to demonstrate efficient use of time to self-manage, as well as that of others within the managers' direct responsibility.

Ability to:

Formulate and initiate plans and procedures and to direct their application to the proper division.

Evaluate and provide proper guidance so as to increase the effectiveness and efficiency of administrative services through improvements to each function as well as coordination and communication between functions.

Use and interpret data obtained from multiple financial sources and interpret information to non-financially oriented personnel.

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

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SPECIAL WORKING CONDITIONS

N/A

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Rev.: 10/17

Former Class Title: Pollution Control Admin Services Director