

## **STATE PROGRAM ADMINISTRATOR, DIRECTOR**

### KIND OF WORK

Fourth of four classes performing advanced professional supervisory program administration work.

### NATURE AND PURPOSE

Under administrative direction, an employee in this class supervises state employees performing evaluation, development, administration and/or implementation of a state public program(s); performs other duties as required.

### DISTINGUISHING CHARACTERISTICS:

The State Program Administrator Director (SPA Dir) classification differs from the State Program Administrator Manager (SPAM) classification because employees in the SPA Dir classification provide the day-to-day supervision of state employees performing evaluation, development, administration and/or implementation of a state public program(s) whereas the SPAM class operates at a managerial level dealing less with direct supervision and more focus on policy and program direction based on a deep technical understanding of policy and program issues.

The SPA Dir also differs from the State Program Administrator Supervisor Principal because positions at the Supervisor Principal level are responsible for a program area or function of moderate breadth and supervision of staff spanning the clerical to mid-level professional ranks. The SPA Dir provides broader administrative direction for a program area or function and is less technical than the SPA Supervisor Principal.

### OPTIONS:

All unlimited classified positions in this class must have options.

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

Supervises state employees in accord with labor agreements and ensure that program staff will effectively perform assigned job duties by directing the work of others; assigning and controlling the flow of work; writing and revising position descriptions; training; recommending hiring and disciplinary actions; and by conducting performance evaluations.

Audits and evaluates program progress reports to determine if the program is achieving its objectives by receiving and reviewing periodic monitoring reports; contacting clients and proposing solutions to resolve problems discovered during the evaluation (may include amending current reports, etc.); retaining program records and files as specified by regulation; collecting and preparing data, analyzing, and organizing program activity data.

Represents the state at meetings with other governmental officials to ensure adequate information (on program guidelines) is communicated to both governmental officials and clients by functioning as an information clearinghouse for program questions; providing on-site technical assistance/training sessions with state and local interest groups/task forces; and working with other officials in joint projects related to public information and presentations.

Advises clients with a comprehensive understanding of all procedural and technical aspects of program activities so that reasonable administrative guidelines are developed by determining if requested services are within the limitations of the laws and policies involved; assessing whether or not program parameters have been met; analyzing resource distribution to avoid duplication within or between programs; and verifying that provided services are consistent with program plans.

Conducts detailed and comprehensive studies of governmental programs so that management and client groups are informed about program activities, program needs and future program services are identified.

Testifies before departmental policy committees and recommends appropriate action in the areas of project funding, special stipulations and program administration.

Consolidates multiple public program activities to ensure their efficient and effective administration by integrating findings of several work groups; by preparing and coordinating an annual public administration plan; and by developing, processing and conducting an assessment of program activities.

Develops and implements financial reporting systems for state, federal and other funding sources to comply with state and federal auditing and reporting requirements by preparing budgets for all program requests, financial plans and expenditure reports; and establishing accounting and documentation procedures.

Plans and develops program administration activities to effectively and efficiently synthesize fiscal and human resources by aligning these resources with project objectives and goals; setting priorities for the project's staff; ensuring that operational procedures are developed and revised; and by estimating expenditures.

Technically directs other program staff while operationalizing the program's objectives to achieve established goals by monitoring and reviewing the productivity of subordinate staff; providing advice and guidance to project staff on interpretations of project objectives, systems and procedures; and by continued training.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

##### Knowledge of:

Supervision, human resources policies, procedures and labor contracts sufficient to interview and select staff affirmatively, assign, schedule, direct, train, evaluate work performance, and discipline reporting program staff.

Qualitative and quantitative analysis sufficient to evaluate program results and to critique the analytical methods and results of other public program professionals.

Governmental budgeting and legislative processes sufficient to consolidate multiple program activities and to propose legislative initiatives to meet current and future program needs.

Law and administrative procedures sufficient to serve as a technical expert before departmental policy committees and other public forums.

Public policy and administration principles sufficient to design, implement and evaluate public program and financial reporting systems.

Project planning and operations sufficient to organize projects and negotiate for all human, financial and technology resources needed for successful completion of the project.

##### Skill in:

Human relations sufficient to build networks of colleagues throughout the public sector and to effectively persuade clients and other governmental officials by understanding complex and oftentimes, competing relationships and political agendas. Human relations skills are critical to understand, develop, persuade, motivate, collaborate with and lead others.

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Ability to:

Read and comprehend public administration literature and program bulletins, manuals, rules, etc., sufficient to oversee the design and develop financial and program reporting systems and appropriate documentation.

Write reports, bulletins, procedures, rules, and correspondence sufficient to describe, promote and justify current and future program initiatives and outcomes.

Oral communications sufficient to mobilize action to achieve organizational goals, to coach and advise other program staff, to speak to individuals and groups to resolve differences of opinion and to testify before departmental policy committees and at other public forums.

Adapt to continuous organizational and program changes sufficient to work constructively under pressure and cope with ambiguity and setbacks.

Est.: 12/96

Rev.: 7/07, 11/10

T.C.: 1/99; 7/07

Former Title(s): State Programs Administrator Supervisor  
State Programs Administrator Director