

SENIOR EXECUTIVE OFFICER

KIND OF WORK

Administrative and/or program management work.

NATURE AND PURPOSE

Under general direction, employees in this class perform a variety of administrative and/or program management functions, including program development and policy analysis, development and implementation. May initiate legislative proposals. May serve as director of staff responsible for program implementation. Reports to a Deputy Commissioner or to Commissioner. Class exists only in the unclassified service and is placed in such under M.S. 43A.08,1a or M.S. 43A.08,2a.

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

Administer, on a day-to-day basis, the division to ensure that services are increased and costs reduced by facilitating communications and maximizing problem solving using performance evaluation, staff meetings, problem identification and analysis.

Manage human, fiscal and other resources so objectives of the division are met by directing staff, controlling budgets using standard budget analysis and projection, cost effectiveness studies, and ongoing analysis of staffing needs and assignments matching staff and other resources to program needs; review and approve divisional budgets.

Recommend policy changes to make the most effective use of division resources toward accomplishing division goals and objectives by planning, selecting appropriate analytical methods and procedures, conducting or delegating analysis, writing new policy; presenting testimony or position papers.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Principles of administrative management sufficient to plan, organize, direct human and fiscal resources to achieve full productivity under changing circumstances.

Fundamentals of management, leadership, and human relations principles sufficient to maintain ongoing positive relationships with subordinates, co-workers, administrative and executive officers, and non-agency personnel.

Organization of the agency sufficient to recognize precedents and practices consistent with the agency mission.

Project administration sufficient to analyze cost/benefit considerations, design, plan, establish time and cost controls, monitor progress and evaluate project results.

Ability to:

Identify training needs of division staff and agency employees sufficient to provide required training to maintain and improve the implementation of the division's activities.

Write reports, publications and memoranda sufficient to clearly communicate technical subjects to a diverse audience.

Speak in public sufficient to explain, present, and promote management programs to customers and vendors.

Est.: 06/80
Rev.: 03/94

T.C.:
Former Title(s):