

Administrative Manager

Position Number: 087154

Deputy Administrator, Division of Enterprise Operations

Position Description

Position Summary

Under the general direction of the Administrator, responsible for a broad range of duties, including: manage the operations of the Division of Enterprise Operations; develop and manage the implementation of Division policies, goals, objectives, plans and budgets; serve as liaison with other organizations within and outside the Department; and conduct studies, investigations, assessments or other functions as directed by the Administrator.

Time, Goals and Worker Activities

- | | |
|-----|---|
| 50% | <p>A. Management of the operations of the Division of Enterprise Operations.</p> <p>A1. Direct the development of Division-wide plans and policies in response to goals established by the Department.</p> <p>A2. Administer all functions and programs assigned to the Division of Enterprise Operations.</p> <p>A3. Direct and supervise Bureau Directors and Division administrative staff.</p> <p>A4. Anticipate, respond to and resolve-in cooperation with other management staff issues/problems in the Division, and develop strategies and systems for appropriate and timely resolution of issues/problems.</p> <p>A5. Advise Bureau Directors regarding personnel matters, training programs, affirmative action and employee development.</p> <p>A6. Ensure fairness of equal employment opportunity for all applicants through recruitment, selection and hiring processes within the Division.</p> |
| 30% | <p>B. Develop and manage implementation of Division policies, goals, objectives, plans and operating budgets.</p> <p>B1. Develop Division policies and procedures for the Division Administrator and Department Secretary.</p> <p>B2. Develop, implement, monitor and report on division operational goals and objectives.</p> <p>B3. Coordinate preparation of the Division's annual and biennial operating budget requests. Review budget requests for the Bureaus and recommend revisions as appropriate.</p> <p>B4. Formulate innovative programs and management improvements as proposals in the budget process and for subsequent implementation if approved.</p> <p>B5. Oversee the monitoring of Division expenditures and revenue trends through the fiscal year, assess financial conditions and determine the need for fiscal policy changes.</p> <p>B6. Draft changes in statutory language and/or administrative code.</p> <p>B7. Develop and monitor implementation of Division programs involving employee training, safety and affirmative action.</p> <p>B8. Maintain an effective communication network with the Bureau Directors to keep the Division Administrator and Department Secretary informed of significant events and activities.</p> <p>B9. Provide leadership and management support for the Division's Bureaus.</p> |

- 10% C. Represent Division with Executive Office, Legislature, Department Secretary, other state agencies and private firms.
- C1. Represent the Department and or Division on specifically appointed executive and legislative task forces, councils and committees.
 - C2. Represent the Department on inter-agency committees or councils. Represent the Division and Department in discussion and negotiations with governmental officials.
 - C3. Testify before legislative committees to explain or clarify Division activities, describe the impact of actions being considered or respond to specific concerns of legislators.
 - C4. Represent the Administrator to brief the Department Secretary and Governor, Governor's staff and legislators on matters related to Division operations.
 - C5. Represent the Administrator with respect to the internal operation of programs, management of resources and the administration of Division responsibilities to ensure consistent direction is provided.
 - C6. Serve on special assignments as directed by the Office of the Secretary.
 - C7. Coordinate the Division's participation on departmental inter-agency task forces, including representing the Administrator on appropriate task forces.
- 10% D. Conduct studies, investigations, assessments or other functions as directed by the Administrator.
- D1. Oversee evaluations of Division programs, policies and functions.
 - D2. Initiate and coordinate the development of major new Division programs, policies and functions.

Knowledge, Skills, and Abilities

- Supervisory skills, including team building and personnel management techniques
- Knowledge of state statutes, procedures and policies
- Strong planning and analytical skills
- Applied knowledge of business organization, decision making, and budgeting
- Ability to develop statewide policies and procedures
- Ability to evaluate and monitor provision of service to customers
- Ability to exercise sound judgment and discretion when managing complex and sensitive issues
- General knowledge of business operations practices including contract management, budget development and finance
- Ability to use computers for analysis, research, and business correspondence and reports
- Experience speaking to groups, developing written materials or similar communication skills.