

ASSISTANT CABINET SECRETARY

Nature of Work: Under administrative direction, this is complex administrative work in assisting the Cabinet Secretary in planning, organizing and directing the programs, functions and activities of the department. In either a staff or line role, the employee works closely with the Secretary and cabinet staff in formulating policies, administrative procedures, department goals and objectives. May oversee and coordinate a particular facet of department operations such as federal relations, legislative relations, legal services or comparable level. Performs substantial analysis of department operations, program issues, budget, staffing and performance. May often deal with highly sensitive and confidential situations potentially affecting the operation and mission of major programs in the department. Performs related work as required.

Examples of Work

Plans, organizes and evaluates major program or functional units of the department; assists Cabinet Secretary in the daily operation of the agency.

Assists in coordinating or coordinates the development of goals and objectives, program planning and budgeting strategies for the department.

Coordinates plans and programs within the department and resolves resources issues between sections; negotiates utilization of department resources on an intra- and interdepartmental basis.

May oversee a particular facet of department operation such as federal relations, legislative relations, legal services or comparable level.

Assures the timely presentation of regular and special reports on department operations and programs as required by the federal government, governor or legislature.

Advises the Secretary and senior management on organizational, budget, policy or major manpower issues; coordinates the generation of relevant data in support of same.

Knowledge, Skills and Abilities

Knowledge of the principles and practices of organizational management including planning, organizing, budgeting, staffing, controlling and reporting.

Knowledge of local, state and federal government organization and operation, protocols and legislative procedures.

ASSISTANT CABINET SECRETARY (CONT'D1)**Knowledge, Skills and Abilities (Cont'd)**

Knowledge of the principles and techniques of data collection, evaluation and presentation for the purpose of reporting the status of agency programs and operations or to support agency initiatives.

Ability to plan, assign, review and coordinate the work of managerial, professional and support staff in multiple program areas.

Ability to oversee the development and implementation of policies, procedures, operational standards for the area of assignment.

Ability to critically evaluate operations and programs and to recommend appropriate correct actions; to present complex data in a logical and effective manner.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships with local, state and federal officials, agency leadership, co-workers and advocacy groups.

Minimum Qualifications

Training: Bachelor's degree from an accredited four-year college or university.

Substitution: Additional qualifying experience as described below may substitute for the required training on a year-for-year basis.

Experience: Six years of full-time or equivalent part-time paid experience in a managerial, professional or technical capacity in the area of assignment.

Substitution: Graduate study from an accredited four-year college or university in the area of assignment may substitute for the required experience on a year-for-year basis.

Established: 12/18/03

Effective: 1/1/04