

DEPUTY SECRETARY

Nature of Work: Under administrative direction, performs highly complex administrative work in assisting the Cabinet Secretary in planning, organizing, and directing the programs, functions and activities of the department. The work is considerably dynamic due to the mission of the department and the extensive inter-relationship with other departments and agencies, legislature, and other elected officials. Multi-disciplinary skills are required in planning, coordinating, and directing the various divisions within the department and their interface with state government in general.

Examples of Work

- Assists in the development of administrative policies and procedures for the missions and functions of the department; assures the effective and efficient integration of these policies throughout the department.
- Monitors and evaluates policies, programs, and procedures throughout the department; recommends modifications to improve efficiency and effectiveness of program operations.
- Advises the Cabinet Secretary on administrative functions and mission programs, especially in the area of budget preparation and execution, and data processing.
- Assists in the development of the executive budget; assists with the presentation of the executive budget; oversees the execution of the executive budget throughout the fiscal year.
- Assists in the development and evaluation of legislative proposals; assists in maintaining effective liaison with legislative officials.
- Coordinates the development and implementation of new programs, policies and procedures within the department.
- Advises the Cabinet Secretary on major initiatives in the program and mission areas of the department.
- Serves as the department head in the absence of the Cabinet Secretary.

Knowledge, Skills and Abilities

- Knowledge of federal and state laws, and regulations relating to the programs, missions and policies of the department.
- Knowledge of current developments and initiatives in the program and mission fields of the department.
- Knowledge of the organization and operation of state government, with particular emphasis in the area of executive budget preparation and execution.
- Skill in oral and written communications.
- Ability to evaluate the efficiency and effectiveness of administrative programs; to oversee the development and implementation of program improvements.

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DEPUTY SECRETARY (CONT'D)

Knowledge, Skills and Abilities (cont'd)

Ability to analyze complex fiscal and operational data in the area of assignment.

Ability to interact and effectively negotiate with other state officials, legislative officials, and advocacy groups.

Ability to establish and maintain effective working relationships with others.

Minimum Qualifications

Training: Master's Degree from an accredited college or university in the area of assignment.

Substitution: Experience as described below may substitute for the Master's Degree on a year-for-year basis.

Experience: Six (6) years of full-time or equivalent part-time paid professional administrative experience in public or business administration, budgeting, planning, or data processing.

Established: 9/19/90
Effective: 10/16/90