

**ASSISTANT TO COMMISSIONER****Nature of Work**

Under administrative direction of the Commissioner, performs administrative and technical work in overseeing and evaluating division programs. May serve in any combination of the following capacities: general administrative, public relations, information dissemination or multi-program coordination. Has considerable latitude to vary methods, procedures and approaches to obtain desired results. Issues dealt with are frequently sensitive or confidential in nature. May supervise professional, technical and clerical staff. Performs related work as required.

**Examples of Work**

Organizes, evaluates, and may direct the activities of a division program or general area of division activity.  
Develops program objectives and recommends fiscal policies for funding.  
Maintains contacts with state and federal officials, legislators and program leaders on developments and issues in the assigned program or area of responsibility.  
Coordinates assigned program/area of assignment activities with other units.  
Conducts special studies of a confidential nature.  
Develops budget estimates and expenditure schedules for division programs and/or activities.  
May plan and supervise work of technical or clerical personnel.

**Knowledge, Skills and Abilities**

Knowledge of the basic philosophy and techniques applied to the area of assignment.  
Knowledge of the principles of administrative management and planning.  
Knowledge of applicable federal and state laws, rules and regulations in the area of assignment.  
Knowledge of the organization and function of state government.  
Ability to assign and direct the work of technical and clerical employees.  
Ability to develop procedures, standards and guidelines for application to division programs or activities.  
Ability to analyze needs recommendations.  
Ability to evaluate program performance.  
Ability to communicate ideas effectively, both orally and in writing.  
Ability to establish and maintain effective working relationships with federal and state officials, program leaders and the public.

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**ASSISTANT TO COMMISSIONER (CONT'D)**

**Minimum Qualifications**

**TRAINING:** Graduation from an accredited four-year college or university.

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

**EXPERIENCE:** Six years of full-time or equivalent part-time paid experience in administrative, professional, or technical capacity in the area of assignment.

**SUBSTITUTION:** Graduate study in an area appropriate to assignment may substitute on a year-for-year basis for the required experience.

Established: 7/16/92  
Effective: 9/1/92