

CLASS TITLE:

**ASSISTANT DIRECTOR
FOR BUSINESS AFFAIRS
(DLT)**

Class Code: 02583700

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize and direct the work of a staff engaged in the operation of a comprehensive financial management system covering all programs and contracts administered by the Department; to be responsible for monitoring and evaluating programs utilizing performance management systems; to manage the Department's procurement system, property management and office service functions, and internal security operations; and to do related work as required.

SUPERVISION RECEIVED: Works under administrative direction with considerable latitude to exercise initiative and independent judgement; work is subject to review through conferences and submitted reports for results obtained and conformance to established policies, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, coordinates, directs and reviews the activities of professional, technical and clerical support staff; evaluates work to ensure adequacy, completeness and achievement of standards and objectives.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the planning, organizing and directing the operation and maintenance of the Department's financial management system.

To establish and maintain a monitoring and evaluation system to measure the quality and integrity of the unemployment insurance system through the utilization of performance management systems.

To be responsible for the preparation of federal and state budgets and related financial reports.

To be responsible for the development, operation, evaluation and enforcement of a comprehensive internal security program.

To be responsible for the requisitioning and purchase of all goods and services for the Department.

To provide mail, messenger, auto pool, file storage and telephone services to all divisions of the Department.

To develop systems for effective administration and to participate in the formulation of departmental policies.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of business administration; a thorough knowledge of the principles and practices of government accounting, fiscal management and budget preparation and control; a thorough knowledge of the principles, procedures and technology related to the development of monitoring and evaluation systems; a working knowledge of data processing systems; a working knowledge of federal and state laws which relate to the programs of the department; the ability to prepare financial reports; the ability to plan, coordinate and review the activities of professional and technical subordinates; the ability to establish and maintain effective internal and external working relationships; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a degree in business or public administration or accounting; and

Experience: Such as may have been gained through: employment in a supervisory capacity responsible for financial management and the general management services in a small to medium sized public or private organization.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: December 5, 1992

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