

**CLASS TITLE:**

**ASSOCIATE DIRECTOR DIVISION OF  
MANAGEMENT AND BUDGETING  
(DCYF)**

**Class Code: 02599600**

**Pay Grade: 43A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for operating the planning, budgeting, management information and policy making processes of the Department; to be responsible for the administrative services for the Department including the provision of routine accounting and fiscal management services, operation of the personnel system, and provisions of support services such as building maintenance, transportation and other services; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Director with wide latitude for the exercise of independent judgement and initiative; work is subject to review through conferences and submitted reports for conformance to laws, policies, rules and regulations, and departmental objectives.

**SUPERVISION EXERCISED:** Plans, coordinates, supervises and reviews the work of professionals and technical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for operating the planning, budgeting, a management information and policy making processes of the Department; to be responsible for administrative services for the Department including the provision of routine accounting and fiscal management services, operation of the personnel system, and provision of support services such as building maintenance, transportation and other services.

To exercise administrative and technical supervision and control over the operation of:

Employee relations involving personnel, payroll, affirmative action and CETA; facilities maintenance involving construction and repair, contract supervision and engineering; fiscal affairs involving budgeting, financial management, accounting, purchasing, contracts and auditing; labor relations involving Labor Board matters, contracts administration, contract negotiations, grievances and the handling of all matters between the Department and labor organizations; planning and evaluation involving capital development, multi-year program planning, annual reporting, program monitoring and evaluation including the Federal programs; research and management information systems involving systems analysis, research, grants, management and reporting data base development; staff training and development involving the provision of continued and on-going training and educational development of staff; orientation and training of new employees to establish and ensure a minimum standard of competency of all staff.

To make recommendations to the Director on program planning, implementation and developing systems for effective administration fiscal and program management including fiscal and staffing requirements.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPABILITIES:** A thorough knowledge of the principles and practices of governmental accounting, budget execution, and control; the ability to plan and direct the execution of fiscal and management methods studies and the composition of reports thereon; a thorough knowledge of office methods and procedure analysis and the ability to apply such knowledge; a knowledge of data processing systems; a thorough knowledge of the principles and practices of business administration; The ability to plan, develop, coordinate and supervise the work of a staff engaged in performing departmental fiscal and administrative tasks; the ability to plan, develop, coordinate and supervise the work of a staff engaged in program planning, development and monitoring; the ability to establish and maintain an effective working relationship with subordinates and superiors; and related capacities and abilities.

### **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: Possession Master's Degree in Public Administration or Business Administration or related degree.

Experience: Such as may have been gained through: employment in a administrative position responsible for planning, developing, and coordinating the overall management and fiscal services of a State department or large agency.

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

Class Created: July 15, 1984

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