

**CLASS TITLE: CHIEF OF MANAGEMENT SERVICES
(DEPARTMENT OF ENVIRONMENTAL MANAGEMENT)**

**Class Code: 02711800
Pay Grade: 38A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Environmental Management, to be responsible for the planning, preparation and execution of the departmental budget; to provide the department with business management services; and to do related work as required.

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

SUPERVISION EXERCISED: Plans, organizes, evaluates and reviews the work of a professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Environmental Management, to be responsible for planning, developing and implementing the department's clerical business services program.

To identify operational inefficiencies, through recommendations, and management plans, work duplication, and other operational factors which affect the efficiency or service delivery of divisions and offices.

To be responsible for the planning and execution of departmental budget; and to provide the department with business management services.

To conduct departmental budget hearings to determine estimates of anticipated expenditures and revenue and to plan and present the departmental budget.

To be responsible for maintaining the accounts of departmental funds and providing administrative and technical control in the execution of the budget to insure compliance with fiscal plans or programs, preparing allotment changes as required.

To maintain a quarterly allotment system for departmental units and after reviewing, analyzing and approving quarterly allotments.

To be responsible for the planning, preparation and submission of the department's indirect cost rate proposal to the cognizant federal agency.

To be responsible for the planning, coordinating and administering the management of fiscal monies of all the divisions and offices of the Department of Environmental Management.

To develop and review department application for federal grant funds.

To supervise departmental procurement activities, including the preparation and recording of requests of construction, engineering services, supplies, equipment, materials and the general review of purchases.

To participate in the Director's staff meetings in the development and clarification of departmental policy and procedures.

To collect, record and control all departmental receipts and deposit same with the General Treasurer.

As required, to coordinate contracted office services such as copying services, mailing and messenger services, and phone services for the department.

To plan and schedule surveys and studies of a financial and accounting nature and to prescribe and install financial, accounting and data collection systems with the department.

To be responsible for the coordination and management of the department's Capital Development Plan.

To be responsible for the preparation and implementation of the department's Indirect Cost Allocation Plan.

To be responsible for the management of the boat registration and boat titling program.

To be for the management of the marine fishing, freshwater finishing and hunting licensing program.

To be responsible for the management of the snowmobile and recreation vehicle registration program.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the theories, principles, practices of modern administrative management; a thorough knowledge of the department's functions and organizational structure; a working knowledge of relevant state and federal legislation affecting the structure; a thorough knowledge of the principles and methods used in the collection, analysis, evaluation and presentation of data pertinent to administrative operations, organization and procedures; the ability to supervise personnel in the conduct of extensive administrative research and planning; the ability to develop and incorporate management plans designed to enhance service delivery; a thorough knowledge of space utilization requirements, organizational staffing, financial management, and program planning; the ability to effectively consult with department administrators and personnel for the purpose of developing and implementing operation strategies commensurate with departmental goals and pertinent legislation; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor's Degree in Business Administration, Public Administration, or a closely related field; and

Experience: Such as may have been gained through: considerable employment in a responsible managerial or technical position requiring supervision of professional and technical staff engaged in comprehensive research, evaluation and development of management programs, operational procedures, policies and other factors impacting organizational goals for the purpose of securing greater efficiency and economy.

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

Class Created: April 18, 1993

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