

CLASS TITLE: DEPUTY DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET

Class Code: 02590000

Pay Grade: 51A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Office of Management and Budget, to perform responsible administrative and supervisory work assisting the Director of the Office of Management and Budget in planning, coordinating, implementing, and controlling the functions of the various units of the Office of Management and Budget; to serve as the Director in case of absence or inability of the Director to discharge the powers and duties of his/her office; to determine appropriate staffing levels and direct management and coordination of staff; to develop, implement, and evaluate policies, goals, and objectives for the Office; to coordinate, plan, and manage programs; 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.

SUPERVISION EXERCISED: Assists the Director in planning, organizing, directing, and reviewing the work of departmental staff; supervises individual units as necessary; and oversees the activities, policies, and programs of the various units within the Office of Management and Budget.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Office of Management and Budget, to perform responsible administrative and supervisory work assisting the Director of the Office of Management and Budget in planning, coordinating, implementing, and controlling the functions of the various units within the Office of Management and Budget.

To serve as the Director in case of absence or inability of the Director to discharge the powers and duties of his/her office.

To determine appropriate staffing levels and direct management and coordination of staff.

To develop, implement, and evaluate policies, goals, and objectives for the Office.

To coordinate, plan, and manage programs.

To be responsible for the overall direction of the day-to-day activities of the units within the Office of Management and Budget and develop recommendations focused on efficiency and improved programmatic outcomes.

To act as liaison between unit staff and the Director regarding the Director's decisions and recommendations on programs and policies, and to ensure that proper action is taken to implement such decisions and recommendations.

To advise office directors relative to the implementation of management and program decisions.

To assist the Director by relieving him/her of supervisory and administrative elements involving the activities of the units within the Office of Management and Budget.

To confer with unit directors on the application and interpretation of policies, standards, regulations, and laws.

To assume general responsibility for departmental budget and staffing matters.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of oversight and administration and the ability to apply such knowledge in relieving the Director of administrative details in connection with planning, coordinating, directing and controlling OMB's functions and programs; the ability to make complex fact finding studies and prepare analyses and reports thereon involving OMB

functions, operations, programs and policies for the use in the evaluation of the effectiveness of such functions, operations, programs and policies; the ability to interpret programs, policies, directives and memoranda to staff and to serve as liaison on all administrative matters requiring decisions and/or courses of action by the OMB head in carrying out the office's functions and programs; a thorough knowledge of the laws and policies administered by the office; advanced knowledge of administrative planning, direction, and evaluation, and the ability to apply such knowledge; the advanced ability to plan, organize, coordinate, and supervise the work of departmental staff; the ability to meet and work effectively with officials of other state and local governmental agencies; the ability to review correspondence not requiring the director's immediate attention and to supervise the operational aspects of the office involving both routine and high level administrative matters; the ability to communicate clearly both verbally and in writing; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of a Master's Degree or higher in Public or Business Administration, Law, Finance, Business, Economics, Political Science or a closely related field; and

Experience: A minimum of five (5) years of experience with progressively increasing responsibility in the areas of regulation, performance management, audit, and budget.

Class Created: May 12, 2019