

**CLASS TITLE:           DEPUTY DIRECTOR, RHODE ISLAND  
HIGHER EDUCATION ASSISTANCE AUTHORITY**

**Class Code: 02619600  
Pay Grade: 43A  
EO Code: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist the Executive Director by performing responsible managerial functions for the various units and programs to including the day-to-day program operations involving the administration of state scholarships grants, student employment, community service initiative, work study/internship programs, administration of the college saving program(s) and the administration of the Federal Family Education Loan Program (loan origination, claims, default prevention, default aversion and post-default collection) which comprise the Authority's activities; to serve as acting director in case of absence or inability of the Executive Director to discharge the powers and duties of the office; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general direction of the Executive Director of RIHEAA with considerable latitude for the exercise of independent judgment and initiative; work is subject to review through conferences/consultations with and through written reports and analyses submitted to the Executive Director and on the basis of successful program operations and the consistent interpretation and articulation of Authority policies, the provisions of relevant laws, regulations and rules, and the accomplishment of established goals and objectives.

**SUPERVISION EXERCISED:** Plans, assigns, coordinates, supervises and reviews the work of a staff; plans, reviews, coordinates, and within established guidelines, evaluates agency operations and staff for compliance with relevant laws, regulations, policies and procedures.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist the Executive Director by performing responsible administrative, supervisory and managerial work in planning, coordinating, implementing, controlling and evaluating the various units and programs of the Rhode Island Higher Education Assistance Authority (RIHEAA).

To serve as acting director in case of absence or inability of the Executive Director to discharge the powers and duties of the office.

To coordinate the development, negotiation and maintenance of contracts and agreements with third-party vendors and state and federal government departments and to manage the relationships of the RIHEAA with schools and business partners.

To perform administrative and managerial duties involved with the development and implementation of staff evaluations and professional development.

To represent the Executive Director and the Authority as requested at meetings, and conferences, etc. both at a local, regional, and national level.

To assist the Executive Director in maintaining an effective liaison with the General Assembly and various federal and state departments and professional organizations.

To review and analyze relevant laws, regulations, rules, etc. and changes thereto and to advise the Executive Director thereon.

To keep staff informed of and trained to comply with changes to relevant laws, regulations, policies and procedures and to follow-up as necessary to insure the appropriate and timely compliance with such changes.

To maintain a current and constant observation of all relevant committees and organizations for activities and issues that may impact the activities and responsibilities of the Authority and keep the Executive Director and staff informed.

To be responsible for overseeing personnel matters including hiring, maintaining records, supervision of personnel, evaluating personnel procedures and setting standards in areas of direct responsibility.

To prepare, maintain and coordinate operation procedures and management studies for evaluating the efficiency of operations and to make recommendations for improvement.

To establish, supervise, and insure a continuous monitoring of systems for the efficient accomplishment of administrative tasks.

To audit the results of studies aimed at establishing cost-effective administrative techniques.

To confer with the Executive Director on any problems, or complex matters relative to timely, ongoing business of the Authority.

To create effective working relationship with guidance counselors, financial aid officers, education and career counseling agencies and others in developing suitable financial aid programs, publicity, and public awareness.

To develop and manage a team of Authority personnel that will serve as a resource for the Rhode Island community with respect to providing informational and educational seminars on financing a post-secondary education.

To plan and develop activities for the collection of student and family financial data, application of need analysis and award formulas and delivery systems, staff training, information verification techniques and records management.

To enable the Authority to take advantage of a we based computer system to enhance its services to our schools and students and other constituencies.

To develop analytical techniques for determining program success, future needs, and financial and staff support requirements for meeting Authority needs.

To develop systems for data maintenance to provide a basis for reports on financial accountability, policy conformance, and compliance with state and federal regulations.

As required, to carry out complex operational research and public relations activities.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILL, AND CAPACITIES:** A thorough knowledge of management techniques necessary to plan, organize, supervise and direct the work of subordinate professional, technical and clerical staff, including financial and state fiscal activities, a thorough knowledge of basic federal and state guidelines for use of federal and state monies; the ability to develop governmental budgets; the ability to interact effectively with the public, state agencies, federal agencies, and other parties to promote programs, provide program information and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: possession of a Master's Degree from a college or university of recognized standing with specialization in Management, Business or Public Administration, Finance or a closely related field; and

**Experience:** Such as may have been gained through: employment in a responsible management or supervisory position in a private, state or other governmental agency involving student lending, student financial assistance or financial services.

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

Class Revised: November 12, 2005