

**CLASS TITLE: EXECUTIVE DIRECTOR (DOA)/
BUDGET OFFICER**

**Class Code: 02507600
Pay Grade: 52A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for assisting the Director of Administration by planning, developing and implementing a comprehensive statewide system of expenditure programming, to include the integration of budgeting, expenditure control, centralized procurement/purchasing, financial planning, strategic planning, and program evaluation; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director with considerable latitude for the exercise of initiative and independent judgement; work is subject to review through consultations and written reports for satisfactory performance and conformance to laws, policies, directives, rules and regulations.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of a professional, technical, and clerical staff engaged in a comprehensive expenditure programming activities.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To oversee the preparation of the state's annual budget based upon budget requests submitted by the various departments.

To establish program and fiscal priorities in relation to short and long-range goals and objectives; to integrate the strategic planning responsibilities and functions of the state into the fiscal planning process.

To oversee the centralized procurement/purchasing function of the state, to include the purchasing management and control of any and all supplies, services, construction and other items required for state operations.

To be responsible for developing and maintaining a statewide system of expenditure control in order to assure that funds are spent according to legislative intent, leading to the promotion of the fiscal integrity of the state.

To inform subordinate officials of 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 develop and recommend strategies and alternatives for the provision of services pursuant to stated goals and objectives.

To interpret new and existing federal and state laws and regulations affecting the implementation of programs and activities and to propose legislative initiatives leading to the improvement of the delivery of services.

To identify and raise major policy questions with appropriate analysis and recommendations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices, and techniques of public administration; a thorough knowledge of the principles and practices of governmental budgeting, financial strategic planning, and expenditure control and the ability to apply such techniques in a coordinated statewide system of expenditure programming; a thorough knowledge of the state's centralized purchasing operation and the ability to incorporate those activities into a coordinated statewide system of expenditure programming; a thorough knowledge of the organizational structure of

state government and the functions of its departments and agencies; the ability to identify problem areas and to work creatively and independently; the ability to establish and maintain effective working relationships with state employees, departmental officials, superiors, subordinates and the public; the ability to plan, develop, coordinate, and supervise the work of a staff engaged in the performance of various tasks related to budgetary analysis, expenditure control, centralized procurement, program evaluation and financial/strategic planning; the ability to use the techniques of budget development and fiscal and program analysis; and related capacities and abilities.

EDUCATION AND EXPERIENCE

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

Experience: Such as may have been gained through: extensive employment in a responsible administrative capacity involving the maintenance of a comprehensive program of budgeting and expenditure control, program evaluation, and financial planning.

Class Created: September 7, 2014

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