

CLASS TITLE:

**ASSOCIATE DIRECTOR
DIVISION OF MANAGEMENT SERVICES
(DHS)**

Class Code: 02598800**Pay Grade: 46A****EO: A****CLASS DEFINITION:**

GENERAL STATEMENT OF DUTIES: To be responsible for planning, developing, and coordinating the overall management, policy development, fiscal and support services of all the divisions and agencies; to be responsible for the administration, supervision and direction of the Community Services Block Grant Federal funding; Community Action state funding and General Assembly Grants to Community Action Agencies; community social service agencies and other non-profit community agencies throughout the state; and to do related work as required.

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

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

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for planning, developing, and coordinating the overall management and fiscal services of all the division and agencies.

To exercise technical and administrative supervision and control over the operation of service agencies.

To be responsible for the overall supervision of the preparation and review of the departmental budget for central accounting, expenditure control and budgetary reports.

To exercise overall supervision and direction of the billing and collections for agencies and/or institutions.

To evaluate management and methods procedures to insure their effectiveness and efficiency in attaining their objectives and to recommend future plans and budget allocations based on this evaluation.

To make recommendations to the Department Director on planning and developing systems for effective administrative and fiscal management including fiscal and staffing requirements.

To be responsible for conducting cost analysis surveys of various departmental operations with recommendations for reducing costs.

To maintain an effective departmental management information system which will provide and understanding of departmental services and fiscal policies and procedures.

To plan, develop and maintain a regular system of management reports.

Within the Department of Human Services, to be responsible for the overall planning coordination, supervision and evaluation of eligibility determination and payments in the various federal-state or state financed welfare programs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: 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 and methods studies and the composition of reports thereon; a thorough

knowledge of federal and state public welfare legislation; a thorough knowledge of office methods and procedure analysis and the ability to apply such knowledge; 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 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 of a Master's Degree in Social Work or Public Administration or Business Administration; and

Experience: Such as may have been gained through: employment in an 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 Revised: August 31, 1986

Editorial Review: 3/15/03