

**CLASS TITLE: PRODUCTIVITY PROJECT DIRECTOR**

**Class Code: 02541500**

**Pay Grade: 30A**

**EO Code: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, coordinate, direct and review a state program designed to assist local and municipal governments in achieving maximum efficiency and productivity; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general direction of a superior with wide latitude for the exercise of independent judgement; work is reviewed through conferences and reports for satisfactory performance.

**SUPERVISION EXERCISED:** Plans, assigns, supervises and reviews the work of professional, technical and clerical personnel.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, coordinate, direct and review a state program designed to assist local and municipal governments in achieving maximum efficiency and productivity.

To advise municipal and local officials, advisory committees, and consultants with respect to cost allocation planning, data collection methodologies, and definition of performance measures related to developing productivity efforts to be tested in particular municipal service areas.

To assist municipal and local governments in installing new methods of operation to achieve productivity gains.

To develop and direct extensive evaluations of efficiency and effectiveness at the local and municipal level.

To coordinate individual and group training programs to ensure municipal and local understanding of the goals, methods and procedures of productivity.

To negotiate with local and municipal officials for state assistance in the area of productivity, and to ensure that the terms of such contractual agreements are compiled with.

To assist in the preparation of Federal Grants and to conform to the various federal reporting requirements.

To write recurring and special reports, when necessary.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPABILITIES:** A thorough knowledge of the principles, practices and techniques of productivity research and implementation at the municipal and local level; a thorough knowledge of the training, evaluation and administrative skills needed to coordinate a program of increased efficiency for local and municipal government; a working knowledge of Federal Grant procedures and reporting requirements; the ability to plan and review the work of a staff engaged in providing productivity assistance in the public sector; the ability to assimilate technical materials from a variety of municipal sources, and to make planning and implementation decisions subsequent to suitable evaluation; the ability to establish and maintain effective working relationships with superiors, associates, subordinates, and with various federal, state, local, and private agencies and organizations; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing with specification in the field of public administration, political science, business administration, or a closely related field; and

**Experience:** Such as may have been gained through: employment in a responsible supervisory position involved in providing technical and management assistance to local and municipal governments.

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

Class Created: August 26, 1979

Editorial Review: 3/15/2003