

DESCRIPTION: This is administrative managerial work assisting the Director of the State Energy Office in planning, directing and organizing the activities of the State Energy Office. General supervision is received periodically from the Director of the State Energy Office. This class has direct authority over certain functions for the State Energy Office; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Manages the daily operation of the office and implementation of administrative functions of the Agency. Reviews and approves: purchase orders, project requisitions, contracts, budget submissions, program performance reports, funding proposals, personnel recommendations, and other important documents.

Directs implementation of administrative and/or program control systems to obtain necessary administrative and/or program information and financial data required in the decision-making and planning process.

Under direction of Executive Director will: assist in fiscal planning; preparation of biennium budget; development and administration of agency policies, procedures, strategic plans, and energy related programs.

Coordinates the development and implementation of programs, policies, grant funded projects, and related budgets.

Confers with the agency director and subordinate managers to discuss and solve agency wide problems and/or issues which impair the effectiveness and efficiency of the organization.

Aligns the agency's programs with local, State, and Federal agencies.

Evaluates the response to fiscal and administrative impacts of legislative proposals.

Collaborates with management to develop goals, objectives, implementation methods and work assignments.

Monitors performance and completion of Division objectives and tasks to ensure the achievement of agency priorities.

Evaluates the performance of the Division Chiefs and makes recommendations to the Director.

Plans and coordinates contracted services (research, word processing, forms design, controller, systems, personnel and legal) and/or award of aid agreements.

Acts as the Director in his/her absence and represents the agency at meetings, conferences, seminars, or as assigned.

KNOWLEDGES, SKILLS, AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: business, financial, and management principles; government structure; personnel management; budget processes, data processing, and grant administration; energy, the environment, natural resources.

Ability to: provide effective leadership for staff; manage personnel, budgeting processes and administrative functions; perform mediation and negotiation functions; analyze information; make decisions, and solve problems; listen effectively; communicate effectively both orally and in writing; present Agency viewpoints effectively and replace the Director in his/her absence.

MINIMUM QUALIFICATIONS: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or work experience that will enable the incumbent to perform the required knowledge, skills and abilities.

A general qualification guideline for positions in this class is a Bachelor's degree in Business Administration, Public Administration, Accounting, or in an area related to the function of the agency such as: Engineering, Environmental Studies, Natural Resources, or Liberal Arts plus six years work experience, three of which must have been in an upper level management capacity.

SPECIAL NOTE[S]:

State agencies must evaluate each of their positions to determine their individual overtime eligibility status. FLSA regulations state positions cannot be exempted based on job title; rather the duties and responsibilities of each position must be evaluated by application of FLSA exemption criteria.