

AERONAUTICS DEPUTY DIRECTOR

DESCRIPTION: This is administrative work assisting the agency director in developing and administering agency policies, procedures, staffing requirements, and accounting and budgetary programs. Work is performed independently under general direction within broad guidelines; 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.)

Coordinates agency policies with department heads in the areas of personnel, recruitment and hiring practices, budget preparation and fiscal control, and purchasing.

Directs the agency in the absence of the Director.

Assists the Director in coordinating various departments to achieve the goals of the agency, within state and federal guidelines.

Consults with and advises management on budget matters to exchange information, to identify the characteristics and impact of budget problems, and participates in management decisions affecting the agency's policies and programs.

Adjusts the budget to reflect changes in programs or changes in performance within a program.

Monitors expenditures to ensure proper controls are maintained in accordance with established regulations and policies.

Supervises the accounting and clerical sections of the Administrative Division.

Participates in the development of legislative proposals; serves as legislative liaison to representatives of the Nebraska Legislature; interprets and provides information related to proposed legislative changes.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: the functions of various programs and goals of the agency.

Ability to: coordinate departments to achieve agency goals; formulate policy and solve problems effectively and efficiently; take responsibility for fiscal matters.

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

Knowledge of: state statutes and federal guidelines; business administration and personnel management; state accounting and budget procedures; records management and the legislative process.

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Ability to: communicate with all levels of personnel, both orally and in writing; handle problems in an efficient manner.

Skill in: handling public relations matters.

JOB PREPARATION GUIDELINES: (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 experience that will enable the incumbent to possess the required knowledge, skills and abilities. A general qualification guideline for positions in this class is post high school coursework/training in Business Administration or Public Administration or related field plus related experience, including supervisory or management capacity.