

**Deputy Director
G09910**DESCRIPTION OF OCCUPATIONAL WORK

Under administrative direction, serves as the principal deputy to the agency director and assists in the executive leadership, strategic direction, and administration of agency-wide operations. Positions in this class have broad authority over multiple administrative and/or program functions and participate in executive policy development, organizational planning, resource allocation, and operational decision-making. Incumbents advise the agency director on administrative, fiscal, legislative, and program matters; direct operations through subordinate managers or supervisors; represent the agency before governmental entities, stakeholders, and the public; exercise delegated authority on behalf of the agency director; and serve as acting agency director in the director's absence.

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.)

Assists the agency director in the executive leadership, strategic direction, and administration of agency-wide operations.

Assists the agency director in developing, implementing, and evaluating agency strategic goals, objectives, policies, and organizational priorities.

Advises the agency director on administrative, fiscal, operational, legislative, and program matters and recommends solutions to organizational issues.

Directs and coordinates multiple administrative and/or program functions through subordinate managers, supervisors, and professional staff to ensure effective and efficient delivery of agency services.

Develops, implements, and evaluates agency policies, procedures, and operational strategies to ensure compliance with applicable laws, regulations, executive directives, and agency objectives.

Analyzes organizational operations, administrative practices, and management methods to improve efficiency, effectiveness, service delivery, and resource utilization.

Assists in the development and administration of the agency budget; monitors expenditures, staffing, and resource allocation to ensure effective fiscal management and achievement of agency objectives.

Monitors proposed state and federal legislation affecting agency operations or programs; assists in the development of legislative proposals, administrative rules, and policy recommendations; and provides information or testimony to legislative committees and other governmental entities.

Coordinates agency activities with federal, state, local, tribal, and private organizations to promote effective partnerships and achieve agency goals.

Represents the agency before legislative committees, governmental organizations, professional associations, stakeholder groups, and the public to explain agency programs, policies, priorities, and resource decisions.

Directs personnel management activities including organizational planning, workforce development, performance management, and other personnel actions in accordance with agency policies and applicable laws.

Supervises and evaluates the work of subordinate managers, supervisors, and professional staff to ensure effective communication, coordination, and accomplishment of agency objectives.

Directs or participates in special projects, organizational initiatives, and implementation of new programs or operational improvements as assigned.

Exercises delegated authority on behalf of the agency director and serves as acting agency director during the director's absence.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: principles and practices of public administration including strategic planning, organizational development, planning, organizing, staffing, budgeting, and resource allocation; executive leadership, organizational management, and supervision; program planning, implementation, evaluation, and performance measurement; policy development, analysis, and implementation; state government organization, the legislative process, and administrative rulemaking; applicable federal and state laws, regulations, and policies governing agency operations; fiscal management, budget development, and financial accountability; organizational behavior, change management, and continuous process improvement; principles and practices of public relations, stakeholder engagement, and intergovernmental relations.

Skill in: communicating effectively, both orally and in writing, with diverse audiences; analyzing complex organizational, administrative, operational, and policy issues to develop and implement practical solutions; strategic planning, decision-making, and problem-solving; building collaborative relationships and facilitating consensus among internal and external stakeholders; managing competing priorities and allocating organizational resources effectively.

Ability to: develop, implement, and evaluate agency policies, strategic initiatives, and operational plans; direct and coordinate multiple administrative and/or program functions through subordinate managers, supervisors, and professional staff; interpret and apply laws, regulations, policies, and procedures affecting agency operations; analyze organizational performance and recommend improvements to increase effectiveness and efficiency; establish agency goals, objectives, and performance measures and assess progress toward their achievement; prepare, administer, and monitor agency budgets and allocate organizational resources; plan, assign, supervise, evaluate, and develop the work of subordinate managers, supervisors, and professional staff; exercise sound judgment, initiative, and discretion in addressing sensitive, complex, or rapidly changing situations; establish and maintain effective working relationships with elected officials, governmental agencies, stakeholders, employees, and the public; represent the agency before legislative committees, governmental organizations, professional associations, and community groups; serve effectively as acting agency director with delegated authority.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in business administration, public administration, management, political science, government, economics, accounting, or a related field and four years of progressively responsible administrative, managerial, or program management experience. Any equivalent combination of education and experience will be considered.

SPECIAL NOTES:
State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Some Positions may require additional education, experience, licensure, certification, or specialized knowledge related to the statutory responsibilities, regulatory requirements, or technical programs of the assigned agency

Established: 09/2026

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date