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## **ADMINISTRATIVE PROGRAMS OFFICER SERIES**

### **A09011 – A09012**

#### DESCRIPTION OF OCCUPATIONAL WORK

Positions in the Administrative Programs Officer series are composed of professional technical, administrative, and business management work functions involving office management, program management, fiscal management, budgeting, and business processing services. Positions in this series typically are assigned a set of diverse administrative and technical functions. The diversity of work responsibilities across positions in this series does not support classification to a class specialized in a particular management functions such as accounting, budgeting, or personnel, nor to a class requiring in-depth understanding of a specific academic discipline or professional/technical program subject matter.

Specific tasks and assignments to positions in this series vary. Job factors used in determining the level of Administrative Programs Officer assignment include the scope and impact of work performed, decisions/issues/problems managed, size, focus and diversity of the employing agency, scope of financial/budgetary responsibility and supervisory controls and work directives received.

### **ADMINISTRATIVE PROGRAMS OFFICER I**

#### **A09011**

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Under limited supervision, positions at this level serve as a coordinator or specialist for an agency's professional technical, business management or operational function. Positions assigned business management functions are generally found in small agencies or a division of a medium to large-sized agency. Positions at this level are typically assigned independent responsibility for a program or business operation involving extensive liaison, coordination, and interaction with employees and customers/clients of the employing agency, members/representatives of boards, commissions, councils or other governmental agencies or legislative contacts, community/professional associations and/or interest groups, and the public, requiring persuasion and motivation to achieve established goals and requirements through these individuals and organizations. Positions require in-depth program administrative knowledge to set goals and plans, produce agreements/settlements, resolve conflicts, and provide fiscal management.

Work assignments can include in-depth research and operations/management analysis and project management functions, evaluation of business processes, and development of proposals, conclusions, and courses of action. Work can also involve assessing unusual circumstances or requests, and making decisions that affect individuals, organizations, and processes both inside and outside the employing agency.

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.)

Advises State and federal officials, agency heads, board-commission-council members, agency employees, special interest group representatives, and the public on matters pertinent to agency policy and procedures to provide interpretations, to respond to concerns involving the assigned functions, and to intercept and/or mitigate adverse reactions, concerns, or pressures.

Develops and manages agency program-administrative function or associated processes, plans, and projects that include goals, funding sources, constraints, performance metrics and success criteria, and development, installation, and evaluation action steps; coordinates all aspects of the projects to ensure progress and adherence to plans.

Drafts and reviews management proposals; prepares or directs preparation of legal and budgetary impact statements; identifies opinions, options and consensus and provides recommendations to the immediate supervisor or senior management.

Plans and coordinates special research and investigative assignments regarding functional and operational problems and issues to develop and recommend courses of action or corrective actions. Responds to requests for information and reports with extracted data from databases.

Monitors correspondence and refers it to other staff for reply or collects background information and writes appropriate responses to ensure proper disposition of inquiries.

Monitors the agency's progress toward meeting established goals and objectives by compiling, reviewing, and assessing reports and records to identify the cause and impact of delays or other problems.

Monitors/authorizes budget/grant expenditures for program-administrative functions assigned; reviews and evaluates actual and projected costs and other information pertinent to budgetary/grant requests and coordinates or consolidates and recommends approval to the immediate supervisor to ensure budget/grant requirements are met.

Establishes and maintains proper systems of accounting and purchasing. Ensures accuracy of records and compliance of transactions with established policies/procedures.

Assists in the preparation of the agency's budget by gathering input from agency administrators/managers, preparing draft documents for review/approval by higher authorities and entering final budget recommendations into the budget request system. Reviews budgetary allotment records in the control of expenditures.

Processes, tracks, retains, and shares information and documents related to budgeting, requisitioning, purchasing, and controlling expenditures. Receives/processes purchasing requests, secures estimates for needed supplies/materials/services, chooses vendors, and enters contracts and receipt of goods into the procurement system. Resolves administrative problems with managers, other state agencies, contract bidders and vendors.

Maintains continuous inventories of the agency's fixed assets. Determines when items need to be replaced. Determines/processes surplus equipment, material and/or property.

May supervise a group of three or more positions that provide end user support and training to internal and external customers regarding the software applications and business processes used by the assigned department or division.

Examines/monitors operations for compliance to policies, procedures, and processes to provide guidance to agency employees, State and local government officials and employees, and the public to ensure proper application of these directives and processes; evaluates current/proposed policies, procedures, and processes pertinent to program-administrative functions to determine their utility and effectiveness and recommend modifications and improvements.

Oversees work of contractors/subcontractors to ensure quality/timeliness of work and compliance with contract provisions; prepares progress reports for program-administrative managers, legislative/budgetary officials, and other federal and State governmental representatives.

Coordinates and oversees administrative activities involving assigned employee supervision, payroll/benefits, information/communication systems, and facility/property management.

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

Knowledge of: administration and management principles and practices; business operations including payroll, purchasing and inventory; research and administrative survey techniques; the principles and practices of budgeting, accounting, and fiscal control; personnel management practices; business computer and communication systems; departmental software programs/systems; technical processes and procedures; supervisory practices and techniques; work planning and organizing; federal and State laws and regulations that govern the work assigned.

Skill in: operation and maintenance of computer equipment and other office machines; using a variety of advisory and statistical data such as technical operating manuals, policies, procedures, financial and budgetary reports; prioritizing/organizing work; data analysis and problem solving.

Ability to: communicate in person, and by telephone, computer, email, and correspondence to exchange information and ideas and to promote agency needs, plans, and objectives; interpret policies, regulations, and other guidelines; interact with managers/employees of the employing agency, other governmental and organization representatives, and the public, to gain their cooperation and establish work relationships; conduct research activities and summarize technical data and conclusions into reports; study problem areas, analyze relevant data, and formulate alternative courses of action; interpret and apply directives and instructions pertinent to assigned work; apply management practices, theories, techniques and methodologies; learn the goals, policies, and operations of the employing agency related to assigned work; prepare various budget/financial/administrative reports using computer software applications.

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

Associate degree in public or business administration, accounting, or any discipline related to the work assigned. One year of experience in administrative, business management or technical support work including collecting and interpreting statistical, financial, program, or administrative data; or interpreting laws, rules, regulations, and processes. Experience may substitute for education on a year-for-year basis.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Not applicable.

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).

## **ADMINISTRATIVE PROGRAMS OFFICER II A09012**

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Under administrative direction, positions at this level independently manage major programs or business affairs of major programs, administrative operations, and associated policies, processes, budgets, and actions that directly affect the overall mission and goals of the employing agency, board, commission, or similar organizational entity. Positions provide administrative management services including advising senior officials on operational practices and policy issues, coordinating/managing projects with agency-wide, statewide impact, and serving as principal liaison with legislative officials, other public, private, and community organizations, and news media representatives or business management services which may include fiscal management, material/physical management (fixed assets, inventory, space/storage management), and contract management. Positions are frequently tasked with responsibility for other lead or senior administrative, technical, or clerical personnel accountable for significant agency operations or resources.

Work assignments can entail many separate phases or a variety of different administrative processes. Problem solving scenarios typically involve analysis or review of multiple or associated cases, materials, or circumstances to determine an appropriate action, decision, or solution requiring substantive knowledge of the agency's programs, activities, finances, and compliance requirements. Incumbents participate in long-range planning and development of future strategies for financial, technical, and operational success and efficiency.

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.)

Plans and directs agency program-administrative operations in areas such as fiscal, personnel, purchasing, information/communication systems, and marketing/public relations to ensure effective and efficient operations.

Analyzes and evaluates managerial practices and procedures to recommend improvements in organizational structure, staffing patterns, and work distribution and flow.

Represents the employing agency and assigned operations at meetings, conferences, and hearings that encompass a broad range of administrative responsibilities such as personnel, administrative rule making, and budgeting, to communicate the agency's point of view and report the results to the administrator.

Drafts and/or reviews management proposals, obtains legal advice and budgetary impact statements, and synthesizes advisory opinions and recommendations for the administrator to ensure their compliance with legislation and agency policy.

Exchanges facts, ideas, and proposals with agency employees, other governmental and private agencies, the news media, the legislature, and the public as a spokesperson for the immediate supervisor to facilitate good relationships and to achieve agency goals.

Prepares bid specifications/RFP's; obtains quotes, evaluates/scores bids, monitors contract compliance; resolves discrepancies/administrative problems with managers, other State agencies, contract bidders and vendors; initiates/answers correspondence relevant to purchases, vendors, and sales contacts. Purchases supplies, equipment and services and maintains inventories (fixed assets, surplus, property).

Plans and coordinates information among managers at all levels involved in special assignments to remove barriers, to facilitate work relationships, and to report progress to the immediate supervisor.

Develops and manages program-administrative plans that include goals, action steps, funding sources, constraints, and performance criteria/metrics; coordinates implementation of all aspects of plans to ensure progress toward established goals and schedules.

Develops and implements program-administrative service monitoring and evaluation systems to determine operational effectiveness and discover any problems or potential problems.

Analyze and interprets State and federal laws and other directives to develop, recommend, and implement modifications to operational policies, procedures, and processes.

Develops budgets and proposals and coordinates the preparation and integration of budgetary requests to submit for management approval and to establish fiscal guidance and control for an operational period. Compiles data for legislature and other government entities.

Develops and implements financial reporting systems to comply with State and Federal auditing and reporting requirements; establishes accounting and documentation procedures.

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

Knowledge of: governmental organizations and administrative procedures; project management procedures; research and administrative survey and reporting techniques; the principles and practices of budgeting and accounting; personnel management practices; public relations principles and techniques; the inter-relationships among various operations and groups served; federal and State laws, regulations, and guidelines; legislative processes; advise and guide representatives of other agencies and government officials in solving problems; develop functional objectives, performance goals and criteria, and priorities; computerized business systems; general accounting systems.

Skill in: operation and maintenance of computer equipment and other office machines; developing work and resource usage plans, initiating cost reduction measures, and implementing performance improvement actions; prioritizing/organizing work; data analysis and problem solving.

Ability to: organize and present facts and opinions to exchange information and ideas and to effectively communicate in promoting agency needs, plans, and objectives; conduct research activities; summarize technical data and conclusions into reports; plan, organize, and control the work of others; apply management practices, theories, techniques, and methodologies to assigned responsibilities and leadership requirements; analyze data and draw conclusions; learn agency programs, functions, policies, procedures, processes, communications channels, and objectives related to assigned responsibilities; manage multiple assignments in accordance with defined work priorities and due dates; negotiate for personnel, financial and technology resources.

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 public or business administration, accounting or any discipline related to the work assigned. One year of experience in planning, organizing, and implementing program administrative or business financial functions. Experience may substitute for education on a year-for-year basis.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Not applicable.

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).

Established: 6/30/2021

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 |
|---------|--------------------|----------------|
|         |                    |                |