



## EDUC-BUREAU MANAGER

### **CHARACTERISTICS OF WORK:**

This is administrative work in which the incumbent serves as Director of a multiple Division Bureau within a very large agency, department, or institution. Work involves formulating, directing, and controlling the operations of a Bureau through Division Directors and highly specialized professionals and technical personnel. An incumbent exercises final authority in establishing objectives, standards, and significant statewide impact. The incumbent also determines major departmental policy and provides input into other significant agency operations. Contacts outside the immediate agency require tact and diplomacy in discussing important and controversial subject matter. Work is subject to infrequent review by the Executive Director through conferences and reports.

### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Education:**

A Master's Degree from an accredited four-year college or university;

**AND**

#### **Experience:**

Nine (9) years in the special experience defined below, four (4) years of which must have included line or functional administrative or advanced technical supervision.

**OR**

#### **Education:**

A Bachelor's Degree from an accredited four-year college or university;

**AND**

#### **Experience:**

Ten (10) years in the special experience as defined below, four (4) years of which must have included line or functional administrative or advanced technical supervision

**Special Experience:**

Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the bureau in which the position exists. In those bureaus where registered specialists provide the primary sources of functional and technical knowledge for planning and accomplishing the mission of the bureau, the incumbent must also be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

**EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Performs all functions and exercises full authority necessary in administering the operation of a multiple-division bureau.

Plans, directs, and coordinates the activities of a Bureau through Division Directors and various specialized professional and technical personnel.

Formulates, policies, rules and regulations as necessary.

Serves as liaison between the Executive director and the various division within the bureau.

Directs fiscal accounting and budgeting activities.

Approves budget requests and expenditures.

Gives administrative leadership to all phases of programs within the bureau.

Maintains effective public relations with other state agencies and the public, including interpretation and advocacy or agency policy.

Approves appointment of personnel as needed.

Performs related or similar duties as required or assigned.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.