



MDA-BUREAU MANAGER

Characteristics of Work

This is managerial work in planning and directing the activities of a bureau within the Mississippi Development Authority. Work involves formulating, directing, and controlling the operations of a bureau through division directors and other subordinate personnel. Incumbent establishes objectives, standards, and control measures within the context of broad, general policy guidelines for programs having significant statewide impact. 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 an administrative superior through conferences and reports.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each individual agency.

Performs all functions and exercises full authority necessary in administering the operations of an administrative bureau.

Plans, directs, and coordinates the activities of a bureau through division directors and other subordinate personnel.

Formulates policies, rules, and regulations as necessary.

Serves as liaison between the associate director and the various divisions of the bureau.

Ensures coordination of activities of the bureau with other bureaus within the agency.

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 of agency policy.

Recommends appointment of personnel as needed.

Related or similar duties are performed as required or assigned.

Minimum Requirements

A Master's Degree from an accredited four-year college or university and seven (7) years in the special experience defined below, five (5) years of which must have included line or functional administrative or advanced technical supervision;

OR

A Bachelor's Degree from an accredited four-year college or university and eight (8) years in the special experience defined below, five (5) 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 source 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.