



## ETV-DEPUTY DIRECTOR

### **CHARACTERISTICS OF WORK:**

This is administrative work in which the incumbent serves as assistant to the agency head. Work involves formulating, directing, and controlling the internal operations of an organization through bureau or division directors or other subordinate personnel. Incumbent initiates significant program development within very broad general policy and functions as coordinator of agency activities as delegated by the executive director. Frequent contacts outside the immediate agency require persuasion and diplomacy in discussing controversial subject matter. In the absence of the executive director the incumbent assumes full responsibility of the Division. Work is reviewed infrequently for desired results by the executive director.

### **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:**

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**

#### **Education:**

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

**AND**

#### **Experience:**

Eight (8) years of special experience defined below, five (5) years of which must have included line or functional administrative or advanced technical supervision.

**Special Requirements:**

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

**Substitution Statement:**

Related education and related experience may be substituted on an equal basis, except there shall be no substitution for the five (5) years of line or functional administrative or advanced technical supervision.

**PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Light Work:** May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Depth Perception:** Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

**Ability to adjust focus:** Ability to adjust the eye to bring an object into sharp focus.

**Color Vision:** Ability to identify colors.

**Speaking/Hearing:** Possesses the ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

**COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully

demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

**PUBLIC SECTOR COMPETENCIES:**

**Integrity:** Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

**Accountability:** Accepts responsibility for actions and results.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

**TECHNICAL COMPETENCIES:**

**Administration and Management:** Plans, coordinates, and directs business functions, resource allocation, and production.

Formulates, directs, and controls the internal operations of an organization. Assists and advises in all phases of direction and supervision of the Agency's activities. Directs fiscal accounting and budgeting activities.

**Planning and Evaluating:** Organizes work and sets priorities; determines short and/or long term goals and strategies to achieve them; coordinates with others to accomplish goals; monitors progress and evaluates outcomes.

Assesses administrative needs. Initiates program development and implementation in order to ensure the Department accomplishes its mission. Ensures coordination of activities of the agency with other state agencies.

**Organizational Awareness:** Possesses knowledge of the agency's mission and functions, including its programs, policies, procedures, rules, and regulations.

Interprets rules and regulations and stays abreast of proposed changes. Formulates and/or recommends policies, rules, and regulations. Understands how the agency's social, political, and technological systems work and operates effectively within them.

**Establishing and Maintaining Interpersonal Relationships:** Develops constructive and cooperative working relationships with others and maintains them over time.

Possesses effective communication skills. Serves as liaison representative to other state/federal government agencies as well as private entities. Maintains effective relations with state and federal agencies and the public, including interpretation and advocacy of Agency policies. Represents the agency at various events, meetings, briefings, or conferences.

**Professional Maturity:** Possesses the capacities and aptitudes acquired by means of personal or professional experience, which enable functions to be fulfilled, and enables the incumbent to deal with situations in the workplace in a professional manner.

Is able to assess the situation and appropriately respond. Continuously assesses work unit for areas of improvement and suggests changes for continuous improvement. Takes initiative to accomplish stated and unstated goals.

**MANAGEMENT COMPETENCIES:**

**Emotional Maturity:** Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions.

**Macro Oriented:** Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

**Working Through Others:** Supports, motivates, and is an advocate for staff.

Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

**Results Oriented:** Plans effectively to achieve or exceed goals; sets and meets deadlines.

**ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Formulates, directs and controls the internal operations of the organization through bureau or division directors or other subordinate personnel.
2. Exercises administrative leadership for all phases of programs within the agency.
3. Maintains effective public relations and coordinates activities with other agencies.
4. Directs budgeting activities and approves budget requests.

**EXAMPLES OF WORK:**

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

Performs all functions and exercises of an agency through division directors or other subordinate personnel.

Recommends policy, rules, and regulations as necessary.

Provides administrative leadership for functional areas of program responsibility.

Serves as liaison representative to other state/federal governmental agencies as well as private entities.

Ensures coordination of activities of the agency with other state agencies.

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

Directs fiscal accounting and budgeting activities.

Recommends budget requests and expenditures of the agency.

Recommends the 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.