

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

CHIEF DEPUTY

Position Code: K1190

DISTINGUISHING FEATURES OF THE CLASS

Subject to management approval, functions as the Chief Deputy of a department or office of the Office of the Secretary of State; plans, develops, directs and coordinates operating and program activities; represents the Director in assigned areas of public, inter-departmental and inter-governmental relationships; directs entire departmental operations and personnel in absence of the Director.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Directs and coordinates the activities of operational and program personnel within a department through subordinate management, professional or technical staff; reviews, evaluates and revises or develops new program objectives and operational guidelines.
2. Directs and participates in the execution, formulation and implementation of department policy, rules and regulations.
3. Defines areas of program research, information and data required to facilitate the managerial decision-making process.
4. Participates in the development and modification of legislation designed for the improvement or effective change of existing organization programs and the implementation of new programs.
5. Establishes and maintains effective inter-departmental, intergovernmental, public and professional liaisons and contacts; interprets organizational programs, policies and objectives to governmental organizations, the general public and professional groups; provides input and may direct the preparation of budget proposals and expenditure analysis.
6. Acts in absence of the Department Director by directing day-to-day operations of the department and committing the department of specific courses of action; serves as functional or ex-officio member of various governmental, public and/or professional committees and organizations; represents the Director at important meetings and conferences.
7. Performs other duties as required or assigned.

CHIEF DEPUTY (Continued)

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college preferably with major coursework in business or public administration and four years of highly responsible managerial experience in a private or public organization.

Knowledge, Skills and Abilities

Requires thorough knowledge of modern management practices, techniques and procedures.

Requires thorough knowledge of staff utilization and motivation.

Requires thorough knowledge of modern techniques utilized in program research, development and implementation.

Requires thorough knowledge of effective communications techniques including computer applications.

Requires extensive knowledge of state government organization and functions.

Requires extensive knowledge in budgeting in a governmental organization.

Requires ability to develop, establish and maintain effective working relationships with public, private and other governmental organizations.

Requires ability to develop operational and program objectives within the framework of legislated functions and professional philosophies.

Requires ability to direct and coordinate the functions and activities of a variety of professional, management and operational personnel in order to develop a cohesive and effective organization.

Approved by the Secretary of State Merit Commission - January 8, 1985

Effective - January 16, 1985

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year

Education and Experience