

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

**DEPUTY DIRECTOR**

**Position Code: K3000**

**DISTINGUISHING FEATURES OF THE CLASS**

Subject to management approval, functions as a multi-program manager in a large department of the Office to the Secretary of State; plans, develops, directs and coordinates operating and program activities through division management staff; may exercise additional responsibility for staff functions at the department level such as budgetary or personnel management.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Directs and coordinates the activities of operational and program personnel within a large department through subordinate division management staff; reviews, evaluates and revises or develops new program objectives and operational guidelines in the areas of program assignment.
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 in the areas of program assignment.
4. Participates in the development and modification of legislation designed for the improvement or effective change of assigned programs and the implementation of new programs.
5. Establishes and maintains effective inter-departmental, inter-governmental, public and professional liaisons and contacts; interprets programs, policies and objectives to governmental organizations, the general public and professional groups.
6. Acts in absence of the Department Director and Chief Deputy by directing day-to-day operations of the Department; represents the Director or Chief Deputy at important meetings and conferences.
7. Performs other duties as required or assigned.

**REQUIREMENTS:**

**Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of four years

## **DEPUTY DIRECTOR (Continued)**

college preferably with major coursework in business or public administration and three years of 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 extensive knowledge of modern techniques utilized in program research, development and implementation.

Requires extensive 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.

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