

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

EXECUTIVE II

Position Code: K3602

DISTINGUISHING FEATURES OF THE CLASS

Under general direction, performs professional supervisory work in planning, organizing, directing and coordinating a medium program of moderate scope and responsibility or an equivalent supportive program; plans, organizes, directs and coordinates a complex section or portion of a large statewide program; exercises responsibility for personnel management requiring use of discretion and independent judgment relative to subordinate personnel.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. As a line supervisor, plans, organizes, supervises and evaluates the activities of a medium program or a portion of a large statewide program.
2. Supervises staff activities within established policies; determines, establishes and implements operational procedures and workflow; exercises responsibility for assignment of daily work tasks; recommends personnel actions affecting subordinate staff; establishes work standards and evaluates employee performance.
3. Supervises or participates in research studies of the organization and existing procedures; prepares reports and recommendations for improved efficiency.
4. Prepares proposed budgetary materials for the organization; responsible for program development and public relations.
5. Confers with other supervisory, management and administrative staff to coordinate program or staff functions with affected operational areas and to resolve administrative problems.
6. May operate and utilize office automation equipment.
7. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in business or public administration and two years of managerial experience in a public or business organization.

EXECUTIVE II (Continued)

Knowledge, Skills and Abilities

- Requires extensive knowledge of the principles and practices of public and business administration.
- Requires thorough knowledge of the functions and organization of State government.
- Requires working knowledge of the principles of business accounting, program budgeting, personnel management and statistics.
- Requires elementary knowledge of data processing business applications.
- Requires ability to supervise and coordinate a medium-sized program or part of a large statewide program.
- Requires ability to analyze operational problems and determine appropriate course of action.
- Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards.
- Requires ability to effectively implement policies and procedures.
- Requires willingness to travel and possession of a valid Illinois driver's license as required by individual positions within the class.

Approved by the Secretary of State Merit Commission - March 12, 1985

Effective - March 16, 1985

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year