

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

EXECUTIVE V

Position Code: K3605

DISTINGUISHING FEATURES OF THE CLASS

Subject to management approval, performs administrative work in planning, organizing, directing and coordinating a large statewide program or multiple programs of extensive scope and responsibility including a variety of difficult and complex functions through subordinate managerial/supervisory staff; directs the effectuation of managerial policies and practices; formulates and implements major policies affecting program responsibilities.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. As a program administrator, plans, organizes, directs and evaluates the activities of subordinate management, supervisory, professional, technical and support staff consisting of several complex functions for a state wide program or multiple programs of extensive scope and responsibility.
2. Exercises administrative responsibility for directing the effectuation of managerial policies and practices; approves the establishment and implementation of operational procedures and workflow; formulates and implements major policies affecting program responsibilities; determines needed program changes.
3. Directs management research studies of the organization and administrative policies and procedures; prepares complex administrative reports and recommendations for improved efficiency.
4. Prepares and submits for approval proposed budgetary materials for the organization through managerial/supervisory staff; exercises responsibility for personnel management, program development and public relations; exercises responsibility for assignment, organization and distribution of work functions; recommends personnel actions affecting subordinate staff; approves work standards and evaluates employee performance.
5. Confers with other line 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.

EXECUTIVE V (Continued)

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 five years of managerial experience in a public or business organization.

Knowledge, Skills and Abilities

- Requires thorough knowledge of the principles and practices of public and business administration.
- Requires thorough knowledge of the functions and organization of State government.
- Requires extensive knowledge of the principles of business accounting, program budgeting, personnel management and statistics.
- Requires working knowledge of data processing business applications.
- Requires ability to develop and administer a complex or multiple statewide programs.
- Requires ability to analyze administrative problems and adopt an effective course of action.
- Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards.
- Requires ability to exercise judgment and discretion in the formulation, implementation, and interpretation of departmental policies and procedures.
- Requires ability to estimate and budget for future needs and cost for personnel, space, equipment, supplies and services.
- Requires ability to develop and maintain cooperative working relationships with other administrative, managerial, supervisory or professional staff.
- 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