

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

METHODS AND PROCEDURES ADVISOR III

Position Code: K5903

DISTINGUISHING FEATURES OF THE CLASS

Under general direction, plans, supervises and reviews the activities of a technical unit engaged in performing research and advisory functions relative to the development, analysis, evaluation, revision and installation of new and improved standards, and operational methods, procedures and techniques in one or more phases of the operation of the Office of the Secretary of State or private business; plans and develops original techniques for gathering and interpreting data.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Plans, assigns, supervises and reviews the functions of staff technicians engaged in performing evaluation studies of specific phases of field and office activities and performance; coordinates gathering, accumulation and presentation of factual data.
2. Determines priority of assignments and completion date for projects; determines area, scope and extent of study; reviews, edits and approves reports and forms upon completion; recommends improving courses of action.
3. Conducts large scale, complex studies involving extensive technical research and administrative analysis of office functions; coordinates activities of technical and clerical staff.
4. Plans and directs, on a state-wide basis, the inauguration, adaptation, installation and operation of administrative and technical programs; devises necessary methods, procedures and techniques to implement programs.
5. Conducts and supervises program of training and retraining of central and local office staff at all levels; participates in determining training needs; develops training programs.
6. Conducts conferences with administrative officials and operating supervisors; provides technical assistance relative to the improvement and strengthening of line operations and activities.
7. Confers with local office managers relative to operating problems at the request of field supervisors or upon own initiative; assists in planning and implementing new programs; explains and interprets procedural changes; presents results of studies and makes recommendations.
8. Supervises and participates in budget planning functions for agency; directs the preparation of budget justifications for the initiation of new programs and new offices including such factors as rental costs, materials, staffing, equipment, etc.
9. Establishes and maintains working relationships with colleges and universities, personnel groups, and business organizations; contacts responsible representatives to explain and interpret services available; develops cooperative agreements and arranges for necessary services.
10. Supervises and participates in the performance of management consultative functions relative to private business organizations and governmental agencies.
11. Performs other duties as required or assigned.

METHODS AND PROCEDURES ADVISOR III (Continued)

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in public or personnel administration, pre-legal, accounting or industrial relations.

Requires three years professional experience in public administration, business management or accounting.

Knowledge, Skills and Abilities

Requires thorough knowledge of management, principles and techniques, including organizational structures, staffing and administrative controls.

Requires thorough knowledge of the types and application of a variety of office machines including electronic accounting equipment.

Requires extensive knowledge of agency programs, policies and objectives and methods, procedures and rules and regulations.

Requires ability to plan, assign and supervise the functions of a technical staff, and to review and approve reports of studies.

Requires ability to exercise sound judgement in analyzing, appraising and evaluating reports and formulating decisions.

Requires ability to establish and maintain sound public contacts and good working relationships with agency officials and outside organization representatives.

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 - October 11, 1977

Effective - October 16, 1977

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year