

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**EXECUTIVE OFFICE ADVISOR/ADMINISTRATOR**

**JOB DESCRIPTION**

Employees in this job perform a variety of assignments for the Executive Office under the direction of the Governor.

There is one classification in this job.

**Position Code Title – Executive Office Advisor/Administrator**

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This is the administrative level. The employee directs a Division or Office within the Executive Office, or serves as the principal advisor to the Governor for a major policy subject(s), or serves in a position of comparable complexity and impact.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Plans, organizes, directs, and controls the work activities of an Executive Office division/office.

Formulates current and long-range programs, plans, and policies for the division/office.

Directs the revision of rules, regulations, and procedures to meet changes in law or policy.

Analyzes the impact of federal, state, and local legislation, prepares position statements and presents testimony at hearings.

Conducts staff meetings and conferences with staff to discuss operating problems, organization, budgetary matters, personnel matters, technical problems, and the status of programs and projects.

Directs and/or participates in the designing and conducting of surveys or special studies to determine needs and to assist in planning, implementing, and evaluating programs.

Directs and/or participates in the establishment, administration, and evaluation of programs or services.

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Develops alternative strategies to address and resolve a variety of complex and sensitive issues and problems.

Recommends criteria, standards, and guidelines to assess agencies' program structures and determines their compatibility with the objectives and priorities of the state.

Assesses the social, economic, political, operational, and organizational implications of existing and proposed policies and program decisions.

Proposes, develops, and prepares policy materials.

Meets with officials of federal, state, and local agencies, legislators, professional organizations, and interest groups on matters relating to the program.

Makes recommendations in areas of expertise.

Serves as a technical advisor and liaison with industry, community groups, and/or governmental agencies.

Responds to media inquiries concerning the Governor's position on issues.

Maintains records, prepares reports, and conducts correspondence relative to the work.

Performs related work as assigned.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of current literature in the field.

Knowledge of state government organization and functions.

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

Knowledge of methods of planning, developing, and administering programs.

Knowledge of fiscal planning and management.

Knowledge of public relations techniques.

Ability to plan, direct, and coordinate program activities and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.

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Ability to analyze and appraise facts and precedents in making administrative decisions.

Ability, to formulate policies and procedures based on information of a conceptual nature from varied and complex sources.

Ability to establish and maintain effective relationships with government officials, private industry officials, professional personnel, and others.

Ability to communicate effectively, both orally and in writing.

Ability to work under stressful conditions.

**Working Conditions**

There are stressful conditions inherent in positions in this class.

All positions are established on a limited-term basis.

**Physical Requirements**

None.

**Education**

Possession of a bachelor's degree in any major.

**Experience**

Two years of experience as an Executive Office Specialist/Manager.

**Special Requirements, Licenses, and Certifications**

None.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

EXCOFCADM

**Job Code Description**

Executive Office Advisor/Administrator

**Position Title**

Executive Office Advisor/Administrator

**Position Code**

EXCOFADM

**Pay Schedule**

NERE-076P