

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

STATE OFFICE ADMINISTRATOR

JOB DESCRIPTION

Employees in this job function as office directors, multiple or limited bureau directors, or overall single deputy directors of major offices. As an office director, the employee directs an organizational entity that has divisional status but reports directly to the director or deputy director of a department or agency. As a multiple or limited deputy director of a bureau, the employee directs the activities of one or more divisions within a bureau with responsibility for a significant portion of the bureau's overall mission. As an overall single deputy director of a major office, the employee reports to the director of the major office and assists in the directing of the major office program. The employee directs the activities of professional and nonprofessional staff, and determines or assists in the determination of programs and policies for either an office or bureau, which contribute to the overall mission of a department or agency in state government. All ECP Group 4 positions must be designated by the Appointing Authority and accepted by Civil Service.

There is one classification in this job.

Position Code Title – Office Director

State Office Administrator 17

The employee directs an office, serves as a multiple or limited bureau director, or assists an office director as a single deputy of a major office.

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.

Organizes and administers the operations of an office or a portion of a bureau within an agency with responsibility for a mission of the agency.

Directs the activities of a staff of professional and nonprofessional employees in the implementation of agency programs and policies.

Establishes program objectives, goals, and priorities and determines operating policies and implementation methods within the context of overall agency policies and guidelines.

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Reviews progress and activity reports, assesses effectiveness of operations, and determines need for improvement.

Develops budget recommendations for capital outlay, personal services, equipment, and materials.

Selects and assigns staff, assuring equal employment opportunity in hiring, promotion, and other employment practices; identifies staff development needs and assures that training is obtained; assures that proper labor relations and conditions of employment are maintained.

Advises staff in the resolution of sensitive, complex, or precedent-setting situations; determines appropriate course of action; assigns responsibilities and monitors actions and responses.

Directs and reviews research in such areas of program operations as management systems development, assessment of target audience needs, and program evaluation.

Advises department director and governing boards or commissions of program accomplishments.

Generates public and staff confidence, interest, and participation in agency programs; motivates staff toward the accomplishment of program objectives; influences authorities to favorable actions regarding the program area.

Addresses citizen groups, legislative committees, members of the press, and others regarding program and policy issues, as required.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

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

Considerable knowledge of program planning, development, and evaluation methods.

Considerable knowledge of fiscal planning and management.

Considerable knowledge of staffing requirements and training necessary for the accomplishment of agency goals.

Considerable knowledge of labor relations, fair employment practices, and equal employment opportunity.

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Considerable knowledge of public relations techniques.

Some knowledge of state and federal legislative processes.

Some knowledge of state government organization and functions.

Some knowledge of federal, state, and local relationships as these impact on the operation of a major state department.

Ability to analyze and appraise facts and precedents in making administrative decisions, to get to the source of a problem, and to probe and obtain critical facts from varied sources.

Ability to recommend policies, procedures, and problem resolutions, based on evidence and knowledge of the administrator's, board's, or commission's viewpoint.

Ability to plan, develop, and evaluate programs.

Ability to motivate and lead others in the accomplishment of a task.

Ability to present ideas effectively at a level of style, grammar, organization, and technical construction expected at a management level.

Ability to establish and maintain effective relationships, under varied conditions, with government officials, private industry leaders, professional personnel, and a variety of people at all management levels.

Ability and willingness to delegate assignments, authority, and responsibility, to determine where a task can most appropriately be accomplished, and to establish management controls for follow-up.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's degree in any major.

Experience

Two years of experience as a professional manager or program/staff specialist, or equivalent experience.

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Alternate Education and Experience

Education level typically acquired through completion of high school and three years of safety and regulatory or law enforcement experience at the 14 level; or, two years of safety and regulatory or law enforcement supervisory experience at the 15 level, may be substituted for the education and experience requirements.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

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Job Code Description

State Office Administrator

Position Title

State Office Administrator

Position Code

STOFCADM

Pay Schedule

NERE-062P

ECP Group 4
Revised 4/14/09
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