

DIRECTOR OF MANAGEMENT OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for managing the administration section of the Planning Department which includes responsibility for acting as the liaison to the Capital Projects Committee. Responsibilities include recommending, planning, coordinating and continually reviewing existing and new procedures, programs, methods of operation and management information systems within the department; providing staff consultation, research and guidance to administrative support services and related activities. The incumbent participates and cooperates in top management functions by participating in executive level meetings, and performing special projects at the request of the Commissioner. Supervision is exercised over a number of professional, administrative and clerical support personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts as the primary liaison to the Capital Projects Committee to assist in the development of the Five Year Capital Program by managing the administrative process of the Capital Budget program from development through presentation to the Capital Projects Committee;

Monitors the progress of Capital projects through the bonding process, and assists Commissioners and department staff with issues regarding their Capital programs including assisting with the planning and submission of Capital Budget requests;

Plans, implements and directs new and existing administrative systems and procedures, including the use of automated systems;

Oversees the research, preparation, analysis and administration of the annual departmental budget, particularly in the area of non-recurring projects;

Manages, implements and revises new and existing processes and procedures, and develops performance standards and controls, in order to analyze, recommend, and implement more efficient work flows;

Provides staff supervision, training, technical assistance and guidance to assigned staff;

Develops policy directives and procedure manuals for management officials relative to capital project planning, department administration, and other areas as assigned;

Administers management and operating service programs through full development and implementation;

Acts as a liaison with outside contractors and service organizations;

Represents the department on various special projects, committees, etc.;

Conducts special technical studies as needed;

Develops realistic project schedules and monitors their progress to completion;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Coordinates projects between divisions to ensure optimal utilization of departmental resources;

Uses computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

Performs other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, methods and practices of organization and management; thorough knowledge of the principles and practices of public administration; good knowledge of the organization and structure of public sector planning agencies; good knowledge of the methods and concepts used in surveys and in organizational studies; ability to analyze significant trends in operations from detailed records and factual materials; ability to plan, organize, direct, supervise and evaluate the work of others; ability to deal effectively with a wide variety of personnel in carrying out the administrative policies; ability to make oral and written reports, including graphs and charts; ability to identify problems clearly, concisely and effectively; ability to get along well with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; judgment; tact; resourcefulness; initiative; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's or Master's Degree* in Business Administration, Public Administration, Finance, Government, Economics, or a closely related field and four years of administrative or management level experience in or for a government planning agency which involved responsibility for administrative functions such as budget or personnel.

SUBSTITUTION: Satisfactory completion of a Master's Degree in Business Administration, Public Administration, Finance, Economics, or a closely related field may be substituted for one year of experience as defined in (a).

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.