

Specification for Class of

ADMINISTRATIVE OFFICER 1

**Abolished 9/15/06**

Definition: Plans, organizes, and coordinates administrative, business management or related staff services within an agency and may concurrently direct portions of the agency operational program.

Distinguishing Characteristics: Exercises continuing supervision over professional, technical and clerical employees who provide three or more of the following services for an agency: personnel management, budget preparation, fiscal management, data processing, office services, purchasing and supply, employee training, public information, planning and procedures formulation. In the largest State agencies, single positions may be found in units headed by an Assistant Director or equivalent, with more than one hundred (100) employees within such units. In agencies with less than thirty (30) employees, only one Administrative Officer 1 is authorized.

Typical Work

Coordinates, in consultation with agency management at all levels, the preparation of the agency budget;

Plans and coordinates centralized supportive office services, such as agency records maintenance, internal mail distribution, and publications;

Develops and directs agency fiscal operations and policies to include provisions for handling monies from several sources, including funds from Federal programs, and advises top agency management on the fiscal impact of proposed changes in programs and organization;

Purchases agency supplies and equipment, determines equipment replacement schedules and establishes priorities within the budget, directs disposition of unused inventories;

Plans and recommends changes in procedures and organization to increase agency efficiency or implement new programs;

Plans and directs portions of agency operational program;

Coordinates agency personnel program including employee relations, placement, training, evaluation, promotion, and discipline;

Directs agency data processing activities and assigns priorities of work to top-level data processing personnel;

Plans and conducts public information activities to further agency programs and to build good public relations for the agency;

Performs other work as required.

#### Knowledge and Abilities

Knowledge of: principles and practices of public administration and business management; public budget preparation; personnel management and training; agency organization and procedures; agency programs and their funding and legal bases; principles of governmental accounting; office management practices; data processing procedures; principles of research.

Ability to: plan, organize, coordinate and direct administrative, fiscal and business management activities for an agency; communicate effectively in writing and orally; organize and direct a program of public relations; interpret and apply laws and regulations in their fields of activity; direct all personnel activities for an agency; supervise professional, technical and clerical personnel; evaluate problems in agency organization and procedures; coordinate the preparation of agency budget.

#### Minimum Qualifications

A Bachelor's degree involving a major study in business or public administration, the social sciences, or closely allied field.

#### AND

Two years of administrative or supervisory experience in any of the following areas: personnel management, budget preparation, fiscal management, data processing, office services, purchasing and supply, employee training, public information, planning and procedures formulation. This qualifying experience could be a combination of two years in any of the fields mentioned above.

Note: A Master's degree may be substituted for one year of the required experience.

Additional qualifying experience may be substituted, on a year-for-year basis, for education.

New class: 1-12-77