

Nebraska Department of Education
Classification Specification
Established: 5/02 Revised: ~~6/07~~ 5/14

Job Code: EDR011
Paygrade: 49

Administrator

Purpose of Class: Directs a major unit/program, generally overseeing programs/functions with responsibilities across the entire Agency encompassing areas such as federal programs, higher education, or pre-K-12 education; responsible for the direction and administration of units/programs to carry out agency functions and provisions of state and federal laws.

Distinguishing Characteristics

Level: First in a series of two

Work Direction Received: Works under administrative supervision

Direction of Others: Supervises/Manages; directs the activities of non-supervisory and supervisory staff, with emphasis on short- and long-term policy and strategy

Scope/Nature of Discretion: Delegated discretion; performs duties with the authority to initiate and execute actions deemed necessary/advisable

Examples of Duties

Under broad administrative review, plans and directs all phases of the work of a broad state-wide program in a major area of responsibility; administers and directs functions necessary to carry out state and federal laws, and rules and regulations; may assist groups/boards in developing policies, procedures, objectives, and priorities for programs.

Oversees the planning and implementation of major plans and accountabilities for program(s); assists groups/boards in allocating federal and state funds to external agencies; participates in and promotes intra-Agency work activities; convenes and manages committees and task forces composed of various representatives to address issues and make recommendations.

Consults and cooperates with various agencies, commissions and groups (e.g., school districts and ESU's) in carrying out and directing program responsibilities; serves as Agency liaison to committees and professional organizations; plans and schedules necessary activities to meet program objectives; advises the Commissioner's Office of liaison contacts and activities as necessary.

Determines need and makes requests for staff and funding needed to carry out program objectives; contributes to the formulation and justification of major budgetary requests for the program; approves expenditures and is accountable for results within the parameters of the program.

Oversees the preparation of grant applications, advises and consults with the Commissioner and administers resulting grant funds; prepares reports as required by law, statutes, and regulations; oversees evaluation of grant funded activities; may manage the Request for Proposal process for distributing grant funds and subsequent performance, monitoring, and reporting processes.

Examples of Duties (continued)

May assist in the preparation and/or presentation of program budget for review by the Commissioner; may, at the direction of the Commissioner, testify on behalf of the Agency; works with Agency fiscal staff and state and federal auditors in overseeing state and federal funds; reports new developments and significant changes in state and federal legislation; makes recommendations for program changes and improvements.

May oversee/supervise program, education, and administrative specialists on a team who work independently or with other teams, and who have responsibility for program implementation, assessment and evaluation, program policies and procedures, and reporting; oversees program areas through supervision of professional staff and adherence to current contracts and by applying applicable regulations and standards.

Within accepted management principles and practices and NDE policies, modifies or adapts existing policies and procedures to meet changing or unique circumstances; consults with Agency personnel concerning administrative policies and procedures and the administration of activities conducted by their team regarding a program or units within program.

As determined by the Commissioner and Deputy Commissioner, may represent the State Board and Agency as a liaison for federal and state initiatives; conducts periodic meetings of the team including the preparation of agendas, conducting meetings, and reviewing and distributing minutes.

Maintains regular and reliable attendance.

Minimum Qualifications

Master's degree in a related field ~~appropriate to area supervised~~ and five years of ~~administrative or supervisory~~ experience related to the essential functions of the position to include leadership and/or managerial experience. Any equivalent combination of education and/or work experience may be substituted in order to meet the minimum qualifications of the position.

Optional: Direct supervisory experience may be required if necessary for the position.

Preferred Qualifications

~~credentials would include:~~ The completion of a doctorate or equivalent academic endeavor such as a Juris Doctor or Six-Year Specialist Certificate.

Knowledge and Abilities

Knowledge

- Broad program knowledge in the program areas supervised
- Concepts, principles, and methodologies that relate to technical areas
- Programs/services within programmatic responsibilities
- Compliance principles related to program knowledge
- Laws, statutes, and regulations related to program areas
- Policies and procedures of Agency and program
- Demonstrated management and organization skills
- Governmental and private agencies program rules and regulations

Formatted: Font: Bold

- Work plans for program activities to achieve goals
- Staffing and supervising the work of other professional staff members
- Budgetary preparation and monitoring practices/preparation of grant applications

Abilities

- Establish and maintain effective working relationships with school personnel, widely diverse groups, and agency staff
- Initiate and facilitate cross-team projects
- Apply program policies and procedures to review programs for compliance
- Oversee and conduct training sessions and workshops in the program area

Abilities (continued)

- Prepare reports as required by statutes and regulations conforming to standards
- Supervise subordinates and work with minimal supervision
- Evaluate and research several elements and alternatives to solve problems
- Direct and coordinate the operations of a program or unit(s) within the program
- Provide leadership in program development and improvement
- Utilize data and information in the successful performance of the job
- Process documentation and information in order to respond appropriately