

Senior Administrator

Purpose of Class: Serves as a member of the Leadership Council with fiscal, program, and staff responsibilities for a major Agency function or team, generally with multiple units/programs; makes fiscal, program, and personnel decisions/recommendations to the Commissioner and Deputy Commissioner; provides leadership in the development and implementation of policies, procedures, and requirements for Agency programs.

Distinguishing Characteristics

Level: Second in a series of two

Work Direction Received: Works under policy guidelines

Direction of Others: Manages; directs the activities of supervisory/administrative employees with emphasis on longer-term policy and strategy

Scope/Nature of Discretion: Delegated/Complete discretion; authority to take whatever action deemed essential; limited only by legislative mandates and broad policies/parameters

Examples of Duties

Leads and/or advises in the development and implementation of policies, procedures, and practices for Agency programs; administers rules and regulations; monitors progress; prepares various reports and recommendations; assists in implementation of strategic objectives for major programs determined by the Commissioner and Deputy Commissioner.

Provides leadership to his/her team members through implementation strategies; provides direction and support to program staff in monitoring program areas; provides direct supervision to administrators, program and education specialists; resolves personnel issues (e.g., employee misconduct) that arise within areas of responsibility; reviews performance of team members; conducts and participates in various periodic management meetings and team meetings.

Oversees the development and implementation of statewide educational plans/programs and their evaluation; initiates and facilitates development of a strategic plan for the team; serves as a member or representative of various councils and committees and represents the Agency in various state, regional, and national committees; may co-lead inter-agency and intra-agency efforts designed to create an integrated system.

Translates the Commissioner's vision into resource requirements to support the vision and to anticipate and meet emerging needs; assists with the preparation of the Agency's budget; insures that appropriate fiscal policies and procedures are followed throughout the Agency; maintains records and reports necessary to insure fiscal responsibility; oversees implementation of program budget which may include both state and federal funds.

Examples of Duties (continued)

May participate in the development and implementation of fiscal policies and procedures and monitors expenditures of programs/units within the team; coordinates the development, adoption, implementation, and evaluation of administrative rules and regulations; determines when appropriate advice and guidance is sought from other stakeholders or subject matter experts (e.g., Legal).

With professional staff, analyzes, coordinates, and implements policies and procedures for projects/programs; develops required materials and resources, oversees and conducts staff improvement projects; oversees project/program activities.

Participates in the development and implementation of policies and procedures for assessment of projects/programs conforming with state and federal regulations and other requirements; may conduct on-site visits; prepares reports and recommendations for use by the Agency and external groups; convenes groups of stakeholders as needed to examine issues related to areas of responsibility.

Provides support to the State Board of Education including responsibility for all arrangements and materials for the meetings; prepares agenda for monthly meetings, special meetings and retreats for the State Board of Education; facilitates special projects such as community forums and other large-scale meetings; may coordinate Agency participation in conferences sponsored by other groups; may serve as assigned liaison to agencies and associations to represent the Commissioner.

Maintains regular and reliable attendance.

Minimum Qualifications

Master's degree in a related field and eight years of experience related to the essential functions of the position to include leadership and/or managerial experience. Any equivalent 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

The completion of a doctorate or equivalent academic endeavor such as a Juris Doctor or Six-Year Specialist Certificate.

Knowledge and Abilities

Knowledge

- Broad and extensive 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

Knowledge Continued

- Demonstrated management and organization skills
- Governmental and private agencies program rules and regulations
- 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
- Working knowledge of other NDE programs and activities
- Principles and practices of management and administration

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
- 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/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
- Communication and collaboration skills, particularly when initiating cross-functional teams
- Represent the Agency and its programs within and outside the Agency