



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0270

DIRECTOR, ADMINISTRATIVE SERVICES DIVISION
DEPARTMENT OF CORRECTIONS AND REHABILITATION
GRADE T

SCOPE OF WORK:

Work involves directing the Administrative Services Division, which includes financial and contract management, procurement, information technology, physical plant, inmate medical service, and research for the entire Department of Corrections and Rehabilitation (DOCR). The position also serves as the agency Deputy.

DUTIES PERFORMED:

- Direct and manage staff and activities of the Administrative Services, select, train and evaluate staff, ensure adequate staffing levels and assign work, manage work performance, provide for employee professional development.
- Establish and implement policies and procedures to ensure compliance with state and federal laws and regulations.
- Assess and plan for needs, establish and monitor goals and objectives.
- Direct the preparation of agency budget guidelines and the biennial budget.
- Oversee, review, monitor, and evaluate overall agency fiscal, procurement, research, information technology, physical plant, and medical services operations.
- Advise management and staff on financial issues.
- Represent agency on all legislation with fiscal impact, approve fiscal notes, and monitor and analyze fiscal impact of legislation.
- Develop, implement, monitor, and evaluate strategic plan for the Division; provide input in to overall DOCR strategic plan.
- Functions as deputy director to provide on-going management and operation of the agency in the director's absence.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in accounting, financial management, or business or public administration, and five years of work experience in a business environment performing duties similar in type and complexity to those listed. Work

experience must have included management of professional-level staff, significant input to policy and decision-making impacting an organization, and involvement in the budgeting, accounting, and administrative processes of the organization.

Eff. Date: 10/09

Rev: 7/12 – Conversion to Hay System