



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 0852

EXECUTIVE STAFF OFFICER

GRADE M

SCOPE OF WORK:

Work involves a wide variety of tasks associated with administrative and programmatic responsibilities within an agency. Duties include responsibility for making decisions that significantly impact agency operations and programs in terms of budget obligations, continued funding, and policies. Work is normally performed under the direction of an agency or division director and requires the incumbent to represent the agency in matters of significant importance to the agency mission. Responsibilities include knowledge of and involvement in a variety of programs affecting the agency and requiring research and analysis; development, implementation, and interpretation of organizational and program policies, standards, etc.; communication with internal and external contacts; and planning, organizing, staffing, controlling, and evaluating the operations of the division.

DUTIES PERFORMED:

- Perform tasks relating to business aspects of the agency, such as preparing, monitoring, and administering biennial budgets; preparing financial reports; administering the procurement, risk management, and human resource management functions; and similar administrative responsibilities with accountability for authorizing operating expenditures.
- Ensure agency compliance with state and federal requirements.
- Develop, implement, maintain, interpret, and communicate organizational and program rules, policies, standards, and procedures.
- Prepare, negotiate, approve, and monitor contracts and agreements for services provided and received.
- Oversee the management of state and federal grants, grant awards, contracts, and cooperative agreements in accordance with state and federal requirements; serve or supervise staff who serve as agency liaison with granting agencies and subgrantees; develop auditing process for monitoring subgrant programs; advise agency staff on requirements.
- Review evaluations of subgrantees; oversee development of non-compliance reports and remedial action plans.
- Oversee and manage the development and implementation of statewide program strategy.
- Prepare and disseminate educational and informational program-related materials to contractors, customers, agency staff, board members, and the general public.
- Develop and implement plans and guidelines that will ensure provision of programs and services in compliance with federal and state requirements.

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- Conduct investigations, studies, and/or research on a variety of projects; prepare final reports and required documentation; coordinate project activities or information as needed; provide follow-up as required.
 - Represent the agency at state and national meetings or conferences; provide input to programs or projects on behalf of the agency administrator; identify needed actions; communicate with others as required; make decisions on behalf of the agency administrator.
 - Make presentations regarding programs and services for training sessions, conferences, and special interest group meetings.
 - Ensure the development and implementation of administrative procedures to provide necessary reporting, records keeping, maintenance of information, and support for the division.
 - Perform supervisory tasks such as selecting and training employees, assigning work, monitoring and managing performance, and other related supervisory tasks.

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 in business or public administration or a field closely related to the concentration of duties and three years of high-level administrative work experience that included program and staff management. Work experience must reflect an ability to conduct research, provide an analysis and interpretation of information, and present information to various groups. Additional work experience as described may be substituted for the education requirement on a year-for-year basis.

Eff. Date: 12/99

Rev: 9/03 – Removed agency-specific references resulting in revised scope and duties; modified minimum qualifications

Rev: 7/12 – Conversion to Hay System