

ASSOCIATE EXECUTIVE PROGRAM MANAGER

Duties and Responsibilities

This is a management class of positions. All incumbents perform related work.

Under administrative direction, with wide latitude for the exercise of independent initiative and judgment, manages, directs, and coordinates the performance of major activities of the Campaign Finance Board.

Participates in the formulation and implementation of agency policies and recommends changes in policies and procedures as deemed necessary. Develops project plans that identify schedules, costs, resources, and necessary roles and responsibilities of division and employees, and implements division strategic plans, ensuring consistency with the agency's mission. Provides a framework for effective management and utilizes organizational and planning skills to execute projects effectively and on time; directs the work of managerial, professional, technical, and support staff responsible for the operations of the division including the establishment of short- and long-term plans, setting goals, objectives, and priorities, allocates resources, including personnel, for the most effective utilization, and establishes and maintains organizational controls. Coordinates the activities of organizational units within a division in the agency as necessary.

Represents the Deputy Executive Director at meetings and conferences concerning policy and operational issues and agency activities.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time experience of a nature to qualify for the duties of the position, at least 18 months of which must have been in an administrative, managerial, or executive capacity or supervising personnel performing activities related to the duties of the position; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of administrative, managerial, executive, or supervisory experience described in "1" above.

Lines of Promotion

None: This class of positions is classified in the Non-Competitive Class.