

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
DEPUTY ASSISTANT

DEFINITION

Administers programs as a division administrator within the Department of Agriculture and Land Stewardship or the Secretary of State; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of professional/support staff; effectively recommends personnel actions related to selection, performance, leaves of absence, grievances, work schedules and assignments, disciplinary procedures, and administers personnel and related policies and procedures.

Plans, evaluates and strategizes for long-term development of resources, program objectives, and operational changes which will improve delivery of services in a cost effective and efficient manner.

Evaluates agency programming and services and makes appropriate funding adjustments.

Collaborates with department head and other agency executive staff on operational problems and serves as a key resource person in evaluating and solving problems.

Reviews, modifies, or rejects changes in functions, structure, position design, staffing levels, and related actions; establishes organizational relationships designed to meet specific goals and objectives.

Resolves a broad spectrum of general administration and program problems.

Evaluates proposals emanating from or outside of the agency regarding new or revised legislation, regulations, and related changes that have a direct impact over programs or operations.

COMPETENCIES REQUIRED

Knowledge of the principles, theories, techniques and trends of public administration including financial management, labor relations, information systems, and related governmental programs.

Knowledge of source materials and guidelines which can be used to resolve problems encountered not covered by precedent action.

Knowledge of the organizational structure, functions, procedures and applicable regulatory requirements for the organization served.

Ability to establish program objectives or performance goals and to assess progress toward their achievement.

Ability and willingness to consider new ideas or divergent points of view.

Ability to objectively evaluate facts, situations and circumstances.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest and unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college or university with experience equal to six years of full-time progressively responsible management work.

NOTE:

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Iowa Department of Agriculture and Land Stewardship and/or the Secretary of State.

Effective Date: 9/99 BW