

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
PUBLIC SERVICE EXECUTIVE 6

DEFINITION

Performs supervisory management work directing multiple programs and organizational segments that constitute a division, represent most or all of an agency's total operations and involve regular participation in policy decisions at the highest management level in the agency that impact all agency programs/services; provides primary policy-making level, professional management program services for the Department of Administrative Services-Information Technology Enterprise; 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 subordinates; 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.

Builds creative alliances in resolving a variety of difficult and complex managerial problems; collaborates with department directors on operational problems that influence agency management/organizational structure; serves as a key resource person in evaluating/recommending solutions relating to both financial and administrative program problems.

Reports on program accomplishment to the highest level of management within the organization and justifies critical and far-reaching program changes; provides authoritative advice to the director on matters of key importance to agency goals, programs and missions.

Defines financial requirements and degree of management support needed for programs; convinces top management to modify, start or abandon major projects involving the expenditure of significant resources.

Directs programs operations through subordinate managers; establishes long-range program objectives and evaluates organizational performance in meeting those objectives.

Provides input on new or revised legislation/regulation changes that have a direct impact on agency programs; evaluates the effect of unforeseen developments on programs and suggests changes in direction.

Develops/maintains working relationships with a broad spectrum of key officials outside of the immediate organization to gain executive, legislative and related support for management decisions on program priorities and goals; resolves administrative and program problems not covered by policies or precedent.

COMPETENCIES REQUIRED

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

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

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

Ability to deal effectively with persons representing widely divergent backgrounds, interests and points of view.

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

Ability to coordinate and integrate the work activities of diverse unit managers.

Ability to analyze organizational and operational problems and develop timely and economical solutions.

Ability to represent organization inside/outside of the agency and gain support for program goals.

Willingness to consider new ideas or divergent points of view.

Capacity to adjust to change, work pressures or difficult situations without undue stress.

Objectivity in evaluating facts, situations and circumstances.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers to providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy and cooperates with supervisors.

Fosters and facilitates cooperation, pride, trust, and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four-year college or university and the equivalent of eight years of full-time progressively responsible management oriented experience in a recognized administrative support area, e.g., finance, personnel, engineering, law, regulation, human resource management, information technology, program research or evaluation;

OR

substituting experience of the caliber and scope indicated above for the required under graduate college education on the basis that one year of qualifying experience is equivalent to one year (thirty semester or equivalent hours) of undergraduate education to a maximum substitution of four years;

OR

graduation from the Iowa Certified Public Manager Program may substitute for one year of education or one year of experience;

OR

substituting eighteen semester or equivalent hours of graduate level coursework in a management-oriented curriculum, e.g., Public or Business Administration for each year of the required experience to a maximum substitution of two years;

OR

substituting twenty-four semester or equivalent hours of graduate level coursework in a special program curriculum, e.g., Social Work, Law, Education, Engineering, etc., for each year of the required experience to a maximum substitution of two years;

OR

employees with current continuous experience in the state executive branch that includes the equivalent of one year of full-time experience as a Public Service Executive 5 or two years of full-time experience as a Public Service Executive 4 or comparable management level shall be considered qualified.

NOTE

Some 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 employing agency.

Effective Date: 03/11 BR