

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
BUSINESS SERVICES
DUTY STATEMENT**

NAME: Vacant

POSITION NUMBER: 420-021-7500-xxx

JOB TITLE: Assistant Director, Business Services

CLASSIFICATION: Career Executive Assignment (CEA), Level A

STATEMENT OF DUTIES: Under the general direction of the Chief, Division of Administrative Services, the Assistant Director (AD) functions as a member of the management team and provides policy direction and guidance for the Department of Justice (DOJ) Business Services statewide. The AD is responsible for directing the Facilities and Telecommunications, Central Services and Sustainability, Office of Strategic Initiatives, Administrative Services and Statewide Operational Services Offices. The incumbent develops, implements, and evaluates policies and procedures to ensure departmental compliance with the legal requirements of the State.

This position requires the ability to work under pressure to meet deadlines and to have a very broad knowledge of various laws, rules, policies and procedures in multi-disciplined staff areas; work cooperatively with others; respond to emergency demands; exercise a high degree of initiative, independence of action and originality; and demonstrate tact and a high degree of independent judgement with staff and employees of DOJ.

SUPERVISION RECEIVED: Reports directly to the Chief, Division of Administrative Services (CEA, Level C).

SUPERVISION EXERCISED: Oversees staff in the Facilities and Telecommunications, Central Services and Sustainability, Office of Strategic Initiatives, Administrative Services and Statewide Operational Services Offices through subordinate managers. Directly supervises two Staff Services Manager IIIs.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, an enclosed, windowed office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

30% Provides leadership and policy formulation to program areas within Business Services, which includes the Facilities and Telecommunications, Central Services and Sustainability, Office of Strategic Initiatives, Administrative Services and Statewide Operational Services Offices. Consults with Executive Management to ensure the integrity of program operations with departmental Directors and subordinate managers

regarding the implementation of best practices in Business Services. Establishes, maintains and fosters effective working relationships with control agencies, as well as private, public, and other stakeholders relevant to DOJ operations. Represents DOJ at various meetings, conferences and forums. Establishes strategic planning for these groups and identifies goals that align with the Division of Administrative Services' needs.

- 30%** Advises the Division of Administrative Services Chief and Executive Office on operations and policies impacting the administrative functions of business services; provides day-to-day policy decisions on operating procedures, implementation of programs and management techniques impacting the business direction of the DOJ and ensures fiscal responsibility and establishes standards of accountability. Ensures adequate expenditure controls are in place, oversees the accuracy of business service data and implementation of systems for analysis and projections, and performs fiscal forecasting efforts to foresee future revenue and expenditure trends that influence departmental operations and financial goals.
- 20%** Ensures the programs within Business Services operate successfully to support DOJ operations statewide for all staff and the public. This includes ensuring that systems, resources and services are aligned with Department goals to enhance efficiency, support staff productivity, and deliver high-quality service to the public. In coordination with the Division of Administrative Services Chief, develops and monitors the budget for Business Services and assures the budget is sufficient to administer operations efficiently.
- 15%** Oversees staff in the Facilities and Telecommunications, Central Services and Sustainability, Office of Strategic Initiatives, Administrative Services and Statewide Operational Services Offices through subordinate managers. Provides direction and guidance to managers and staff, including making sensitive decisions, approving high level assignments and projects, assigning and prioritizing workload; reviews work products and provides feedback. Consistently and effectively mentors, coaches, and guides staff in the development of their knowledge and expertise in the various program areas. Provides necessary resources to ensure that all budgets and accounting professionals and appropriate staff throughout DOJ are trained.
- 5%** Hires subordinate managers and supervisors; prepares performance evaluations; and handles formal disciplinary and grievance issues as needed. Effectively contributes to DOJ's Equal Employment Opportunity objectives to create and maintain a fair and equitable work environment.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation

request with my supervisor.

- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee Signature

Date

Supervisor Signature

Date