

Position #311075
Office of Budget and Management Director

POSITION SUMMARY:

Under the general direction of the Assistant Deputy Secretary, this position serves as the Director of the Office of Budget and Management (OBM) providing overall administration and management of OBM programs and services, including developing long range and operational plans and policies. The Office of Budget and Management is responsible for the following programs and services: governmental relations and legislative policy analysis; operating and biennial budget; procurement; contract administration; and facilities, supply, mail, and records services.

The OBM Director is a highly responsible management position, which functions as a member of the Department's senior leadership team. These duties require the ability to be responsive to needs expressed by executive and senior leadership and agency customers, to deal effectively with time-sensitive situations and issues, and communicate effectively with internal and external stakeholders. The Director must be able to make sound recommendations about a wide variety of program and service areas as well as develop and maintain effective working relationships with management and staff.

The position advises executive leadership on critical stakeholder issues and provides advice and counsel on emerging issues and trends in the pension, health care, and other benefits sectors to a variety of internal and external stakeholders. In addition, this position facilitates discussions with stakeholder groups to gain insight and perspective on key policy issues. As an employee of ETF, the incumbent will support and create a diverse and inclusive work force.

GOALS & WORKER ACTIVITIES

- 45% GOAL A: Strategic management of OBM operations.**
- A.1 Provide oversight of OBM operations, including budget; procurement and contract administration; legislative and policy services; and supply, mail, record, and facilities services.
 - A.2 Establish short and long-range objectives for OBM. Identify and implement methods and strategies to ensure that objectives are met.
 - A.3 Develop goals, performance measures, and strategies to ensure operational success.
 - A.4 Coordinate development of OBM objectives, initiatives, and programs; monitor and evaluate progress and impact; and report office accomplishments and initiative results to Secretary's Office.
 - A.5 Oversee daily administrative activities for the office and provide consultation and advice to direct reports on operational issues.
 - A.6 Analyze organizational structure, work procedures and services provided by OBM.
 - A.7 Provide leadership for operations. Plan work, develop procedures, establish priorities, and assure coverage of operational functions.
 - A.8 Regularly review and monitor office programs and services for improvement opportunities.
 - A.9 Recommend and implement improvement initiatives/improvement efforts.
 - A.10 Utilize customer input to implement service delivery improvements.
 - A.11 In collaboration with ETF's Budget Director, oversee the development, analysis, and review of the agency's biennial and annual operating budget requests as well as budget related reporting and briefings to the Secretary's Office and program divisions/offices.

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- A.12 Oversee development of operating and biennial budget proposals and issue papers identifying the needs and operating plans for OBM relating to new initiatives, staffing, equipment, training, etc.
- A.13 Oversee the budget and contractual resources for OBM, including purchases, acquisitions, etc.
- A.14 Manage procurement related activities and request for proposal analysis, review and development, contract administration and audit compliance.
- A.15 Monitor operating budget expenditures and purchasing and accounts payable functions.
- A.16 Oversee the development, review and/or update of contracts related to agency functions provided by vendors.
- A.17 Assure the OBM business goals are met through the allocation of fiscal and human resources in a manner to best achieve those goals.
- A.18 Participate in regular office staff meetings to solicit suggestions and communicate information gained through participation in management, staff, and committee meetings.

35% GOAL B: Development and management of agency policy initiatives.

- B.1 Oversee the agency's legislative program, including policy analysis and research, development of legislative proposals, fiscal estimates and other major policies affecting the Department or any of its programs.
- B.2 Respond to questions raised and resolve problems identified by the Governor, the Legislature, members of Congress and other interested parties
- B.3 Monitor responses and resolve issues to inquiries and correspondence to assure timely and accurate feedback to the public, interest groups, and executive and legislative officials on behalf of the Secretary.
- B.4 Maintain effective communication and relationships with key stakeholders, associations, and business groups. Develop and maintain relationships with local, state, and national organizations key to ETF's mission and vision.
- B.5 Respond effectively to stakeholder concerns, assuring their perspectives are taken into consideration in development of policy and program design.
- B.6 Represent ETF by serving on state and national task forces, ensuring ETF's/WRS's voice and technical expertise is central to discussions on policy issues that impact the fund, its members, employers, and stakeholders.
- B.7 Represent ETF to external stakeholder audiences at meetings, conferences, and public speaking engagements.
- B.8 Advise Secretary's Office on implications of policy decisions and develop and recommend appropriate communication strategies.
- B.9 Maintain expertise in pension, health care, and other benefits industry trends, as well as state and national policy, including financial and political events.
- B.10 Lead or participate in various workgroups and represent the Department on inter-agency and other committees outside the Department.

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20% GOAL C: Supervision and management of staff.

- C.1 Provide management oversight and technical assistance to staff in the execution of program goals, operating plans, and objectives.
- C.2 Motivate, coach, mentor, and inspire staff to effectively carryout OBM and Department missions, objectives, and goals.
- C.3 Develop performance standards, conduct performance reviews and competency assessments, and work with subordinate staff to determine training needs.
- C.4 Recommend, initiate, and provide direction to staff in personnel actions such as recruitment and hiring, reclassifications, reallocations, and terminations as needed to ensure effective and efficient daily operations.
- C.5 Establish and promote effective working relationships within OBM and throughout the Department.
- C.6 Provide direction and assistance in the development and implementation of the Department's Equity and Inclusion Plan and health and safety programs.
- C.7 Comply with the agency's core, leadership, and functional competencies as well as goal setting processes to advance the training and development of qualified staff.
- C.8 Establish and promote effective working relationships between OBM staff and other agency employees.

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KNOWLEDGE, SKILLS, AND ABILITIES:

1. Strong leadership and management skills.
2. Demonstrated ability function effectively as a member of a dynamic management team.
3. Demonstrated ability to collaborate with cross-functional groups to accomplish individual and organizational goals.
4. Knowledge of supervisory methods and techniques, including managing and assigning staff, evaluating staff performance, establishing goals, and motivating staff.
5. Demonstrated abilities in decision making and conflict resolution.
6. Ability to exercise sound, independent judgment.
7. Knowledge of negotiation and problem resolution techniques.
8. Ability to promote an environment that is conducive to the recruitment, retention, and promotion of a diverse workforce.
9. Effective skills in change management implementation and organizational improvement concepts.
10. Skills in the use of Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook.
11. Excellent written and oral communications skills.
12. Knowledge of methods for establishing and maintaining effective working relationships with others internal and external to the organization, including the news media, government officials, representatives of constituent groups, community groups, and other governmental agencies, and the public.
13. Highly developed leadership and managerial skills, including skill in quality improvement, team- and capacity-building, and related administrative management techniques.
14. Knowledge of strategic planning, program planning and management principles.
15. Knowledge of policy development and implementation methods and techniques.
16. Ability to analyze and interpret complex information.
17. Knowledge of state budgeting and fiscal management.
18. Knowledge of budget preparation methods and techniques.
19. Knowledge of state procurement requirements, including contract development and administration.
20. Ability to understand and comply with all ETF and enterprise security standards, policies, and processes.