

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Broad Band Executive		Class Code: 00EXBB
	FLSA Status: Exempt	Salary Schedule: ESM	Effective Date: 11-25-14
	Summary Incumbent is involved with a variety of executive duties within a state agency or facility involving a high degree of discretion in interpretation, application and execution of all agency or department policies and programs.		

Duties:

- Incumbent often speaks for and always reports directly to the agency head, executive director or higher level of management of a major agency;
- Reviews total department or agency organizational structure and functions and prepares changes to promote efficiency and effectiveness;
- Administers staff functions in support of program areas;
- Prepares special reports on alternative methods of achieving new programs responsibilities as related to the agency's goals and missions;
- Represents agency, facility, or departments in a variety of situations with other departments, facilities, the general public and special interest groups;
- Prepares administrative rules and procedures for executive administrator and/or board or commission;
- Follows up on plans, programs and procedures to insure progress and accomplishments;
- Performs related duties as required.

Job Requirements:

- Thorough knowledge of the theories, principles, practices and methodology of administrative management;
- Through knowledge of department charge and programs;
- Specialized knowledge of state government administrative structures;
- Ability to coordinate and motivate diverse, professional and support personnel;
- Ability to be creative in developing alternatives to meet departments needs;
- Effectively communicate, both orally and in writing;
- Ability to maintain cooperative work relationships.

Difficulty of Work:

Incumbent exercises extensive judgment and creativity to adapt agency goals and mission objectives to procedures in programs to handle new or unusual situations which may impact the agency, facility or department.

Responsibility:

Incumbent advises the executive administrator on unprecedented matters of major impact to ensure conformity with agency goals and policies. Incumbent receives general agency objectives and goals and is reviewed for overall effective administration in accomplishment of agency policy and mission.

Personal Work Relationships:

Incumbent works with a wide range of agency staff and administrators, legislators, private companies and the general public on routine and non-routine problems encountered in the agency's effort to fulfill its charge.