

## PRINCIPAL EXECUTIVE/MANAGER D - #7006

### MINIMUM QUALIFICATIONS

#### **PROGRAM RELATED OPTION**

##### **Supervision and Management**

Six years of experience in supervision, staff-technical, or professional-level work ("**related to \_\_\_\_\_**") (**insert a program specific to the position/agency.**) Two years of this experience must have included **supervision and management of a program, section, or unit** which included: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, **and** d) budget preparation.

(NOTE: A Bachelor's degree or equivalent course work (144 quarter or 96 semester hours) in a field related to management, such as Business or Public Administration, or a field related to the program of the employing agency, may be substituted for three years of the required experience, but will not substitute for the two years of specialized experience.)

OR

##### **Program Related (Program/Project Leader)**

Six years of experience in supervision, staff-technical, or professional-level work ("**related to \_\_\_\_\_**") (**insert a program specific to the position/agency.**) Two years of this experience must have included **program/project leader** responsibility involving **one or more** of the following areas: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation and/or project evaluation, **or** d) monitoring and controlling or preparing a budget.

(NOTE: A Bachelor's degree or equivalent course work (144 quarter or 96 semester hours) in a field related to management, such as Business or Public Administration, or a field related to the program of the employing agency, may be substituted for three years of the required experience, but will not substitute for the two years of specialized experience.)

#### **UNRELATED OPTION**

##### **Supervision and Management**

Six years of experience in supervision, staff-technical, or professional-level work Two years of this experience must have included **supervision and management of a program, section, or unit** which included: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, **and** d) budget preparation.

(NOTE: A Bachelor's degree or equivalent course work (144 quarter or 96 semester hours) in a field related to management, such as Business or Public Administration, or a field related to the program of the employing agency, may be substituted for three years of the required experience, but will not substitute for the two years of specialized experience.)

OR

##### **(Program/Project Leader)**

Six years of experience in supervision, staff-technical, or professional-level work. Two years of this experience must have included **program/project leader** responsibility involving **one or more** of the following areas: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation and/or project evaluation, **or** d) monitoring and controlling or preparing a budget.

(NOTE: A Bachelor's degree or equivalent course work (144 quarter or 96 semester hours) in a field related to management, such as Business or Public Administration, or a field related to the program of the employing agency, may be substituted for three years of the required experience, but will not substitute for the two years of specialized experience.)

In the "Work History" section on your application, you must clearly describe your experience in each of the a), b), c), d) areas listed. Failure to provide this information may result in eliminating your application from further consideration.

**The hiring manager/recruiter should select either the Related or Unrelated option for recruitment.**