

## **BUREAU CHIEF (COMPTROLLER)**

### **Duties and Responsibilities**

This is a managerial class of positions; with a wide latitude for independent judgement and decision making, serves as a top-level advisor to the Deputy Comptrollers and executive staff and oversees the day-to-day operations of assigned bureaus, including the Bureau of Accountancy, and the Bureau of Contract Administration. Monitors the internal and external environment and is responsible for making policy decisions, and formulating and implementing strategic plans for the agency related to their assigned areas. May represent the Comptroller or Deputy Comptrollers at legislative hearings, meetings with internal and/or external stakeholders including elected officials, press/media outlets, constituents, state/local government entities, non-profits, community organizations, advocacy groups etc. Provides timely briefings to the Comptroller and the executive staff on relevant policy areas and oversees production of reports, confidential analyses, policy briefs, white papers etc. and recommends policy positions on legislative, regulatory, and other initiatives.

### **Qualification Requirements**

1. A baccalaureate degree from an accredited college and four (4) years of satisfactory full-time experience in the areas related to the assignment, of which at least 18 months must have been in an executive, administrative, supervisory, or managerial capacity; or,
2. Education and/or experience which is equivalent to "1" above; however, all candidates must possess at least 18 months of experience in an executive, administrative, supervisory, or managerial capacity in the areas related to the assignment.

### **Lines of Promotion**

**None.** This class of positions is classified in the Non-Competitive Class.