

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification & Salary Guidelines

**Occ. Code 2829865**

**Assistant Director, NS**

**M-3, M-4**

**2829865**

Brief Description of Class

Assistant Directors, under the general direction of a Director or other executive, oversee a major agency program or multiple smaller programs. They assist in strategic and program planning; and directly supervise professional staff who perform activities to achieve the agency's goals and objectives.

Distinguishing Characteristics

*Assistant Director*

Factors that determine the number and level include the scope of the program(s); agency size; frequency of legal and policy changes affecting program(s), level of the Director classified for the agency; and the number and level of professional staff dedicated to the program(s).

M-3: oversees program(s) with a narrow scope with less frequent legal and policy changes, in a small to medium size agency; reports to a Director at M-4 or M-5; and oversees a small staff of professional positions.

M-4: oversees program(s) with a broad scope with frequent legal and policy changes, in a medium to largest size agency; reports to a Director at M-5 or M-6; and oversees a large staff of professional positions.

The four categories of agencies are based on agency size and are as follows: largest (over 8,000 employees), large (1,501-8,000 employees), medium (500-1,500 employees), and small (fewer than 500 employees).

## Illustrative Duties

### *Assistant Director*

- Lead or participate in the development of policies and procedures to implement the direction of the area of responsibility.
- Oversee administrative activities of the program including evaluating performance and maintaining optimum staffing levels to ensure effectiveness.
  - Propose short- and long-term budget and monitor expenditures.
  - Work closely with direct reports in developing and accomplishing short- and long-term goals and objectives.
- Manage the workflow and day-to-day operation of a program.
- Draft reports on activities related to assigned program.
- Work across the agency to support consistent application of policy with other areas.
- Serve as a key member of the agency's management team by providing analysis and advice on a wide array of policy and program issues and participating in executive level discussions and decision making.
- Supervise professional and administrative staff.

## Minimum Qualifications

M-3: bachelor's degree and six years of relevant experience.\*

M-4: bachelor's degree and seven years of relevant experience.\*

\*Substitutions: four years of specialized experience or associate's degree and two years of specialized experience may substitute for bachelor's degree; J.D. or master's degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience.

**Note:** Classification & Salary Guidelines illustrate the nature and scope of duties and responsibilities of the exempt classes they describe, and the recommended salary ranges for such classes. These guidelines cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those recommended for appointment at the time the guidelines were written.

09/2021