

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

Classification & Salary Guidelines

***Occ. Code 0007000***

**Executive Director, NS**

**M-4, M-5, M-6, M-7**

**0007000**

Brief Description of Class

Incumbents direct the operations of an agency, commission, board, or authority; and are responsible for achieving the entity's strategic objectives and developing and maintaining effective relationships and communication with the individuals served, the general public, and other key stakeholders.

Distinguishing Characteristics

M-4: oversees a small to medium size agency, commission, board, or authority with a narrow mission, with staff in few locations, and limited number of stakeholders; and supervise a small professional staff.

M-5: oversees a medium size agency, commission, board, or authority with a diverse mission, with staff in few locations; and limited number of stakeholders; and supervise a moderate number and level of professional staff.

M-6: oversees a large and active agency, commission, board, or authority with a broad mission, moderate number of locations, and variety of stakeholders; and supervise a high number and level of professional staff.

M-7: oversees the largest and most active agency, commission, board, or authority with a broad mission, large number of locations, and variety of stakeholders; and supervise a high number and level of professional staff.

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

- Develop administrative policies, programs, and procedures to implement the policies and direction of an entity.
- Oversee the administrative activities of the entity including evaluating

performance and maintaining staffing levels to ensure effectiveness.

- Develop short- and long-term budget and monitor expenditures.
- Work closely with direct reports for the development and accomplishment of short- and long-term goals and objectives.
- Establish priorities and ensure that the mission of the entity is met.
- Develop program goals and objectives and oversee the successful implementation of these goals and objectives.
- Lead, direct, manage, and oversee the planning, development, and implementation of policy, and regulatory and legislative changes related to the entity.
- Ensure compliance with applicable State and federal legal and regulatory requirements.
- Direct the conduct of reviews of the operations of agencies and licensed or certified providers to assess compliance with regulations.
- Advise the Executive Chamber on policy and operational issues.
- Represent the entity and its mission and programs at national, state, and local events, with the media, and at legislative hearings.
- Work with executive staff in preparing board or commission meetings, including the preparation and approval of agenda items.
- Oversee the preparation and submission of annual reports.

#### Minimum Qualifications

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

M-5: bachelor's degree and eight years of relevant experience.\*

M-6: bachelor's degree and nine years of relevant experience.\*

M-7: bachelor's degree and ten 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.

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