

MDEQ JOB ANNOUNCEMENT



The Human Resources Office is accepting applications for the following job vacancy in the Executive Director's Office.

Position: Branch Director II

PIN: 5392

Starting Salary: \$40,543.60

Location: Legal Division

Minimum Qualifications:

A Master's Degree from an accredited four-year college or university;

AND

Five (5) years of experience in the special experience defined below, one (1) year of which must have included line or functional administrative or advanced technical supervision.

OR

A Bachelor's Degree from an accredited four-year college or university;

AND

Six (6) years of experience in the special experience defined below, one (1) year of which must have included line or functional administrative or advanced technical supervision.

OR

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma);

AND

Ten (10) years of experience in the special experience defined below, one (1) year of which must have included line or functional administrative or advanced technical supervision.

Special Experience:

Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the branch in which the position exists. In those branches where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the branch, the incumbent may also be required to be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

Substitution Statement:

Related education and directly related special experience as defined above may be substituted on an equal basis, except there shall be no substitutions for the required one (1) year of experience which must have included line functional administrative or advanced technical supervision.

Primary Functions:

- Provide oversight and programmatic support to the Public Records Office.
- Provide administrative support as the office manager to the Legal Staff in the Legal Division.
- Provide administrative assistance to the General Counsel and other attorneys.
- Provide programmatic support within the Legal Division, including Commission and Permit Board duties.