

Administrator of Education Programs and Services 1
Administrator of Education Programs and Services 2
Administrator of Education Programs and Services 3

EPS97
EPS98
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Occupational Information	
<p>Education and Library Occupations</p> <p>Positions in this occupational group are assigned to manage, supervise, advise, and complete work pertaining to the following job families:</p> <ul style="list-style-type: none"> • Education Programs and Services • Library Operations • Records and Archive Services • Special Education Services 	
Job Family Information	
<p>Education Programs and Services</p> <p>Positions in this job family are involved in leading, developing, promoting, administering, coordinating, or improving education and workforce policies, programs, strategies, standards, activities, and opportunities in accordance with policies or objectives. Recommends, formulates or implements policy or programs to address priorities, initiatives or issues. Performs research or data collection to inform education or workforce policies, practices or strategies. Provides data, transparency to inform the public or policy makers. Administer, promote, conduct, or evaluate programs or activities designed to provide access to quality education, including postsecondary education, training, or career-related plans. Recommend policy or operational changes, make policy adjustments, or provide legislative coordination. Draft, interpret, research, design, develop or apply laws, rules, policies or procedures. Coordinate or manage stakeholder interests. Respond to government or legislative information requests. Monitor or manage state budgets, federal or other grants or contracts. Develop, analyze or provide reports as required or needed to inform management. Gather or utilize data for accountability or to measure performance.</p> <p>The information provided below is characteristic of the type and level of work associated with this job family. Individual positions may be assigned some or all of the responsibilities and accountabilities identified below as well as other related duties.</p> <p>Positions in these classification levels are typically found in medium and higher-level agencies.</p> <p>Typical Responsibilities and Accountabilities</p> <p>Bring about strategic change, both within and outside the organization, to meet organizational goals and customer expectations. Participate in the establishment of organizational vision and implement goals in a continuously changing environment. Lead people toward meeting the organizational vision, mission and goals by providing an inclusive workplace that fosters development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. Counsel employees in work related activities, personal growth, and career development. Resolve personnel problems including complaints and discipline. Make decisions that produce high quality results.</p> <p>Supervision Received</p> <p>Positions in these classes receive long-range administrative direction. Work is reviewed for strategic planning and achievement of organizational goals and objectives; performance of responsibilities and accountabilities; and conformance to law, rule, contract and policy.</p>	
Distinguishing Features Between Classification Levels	
<p>Administrator of Education Programs and Services 1</p> <p>Scope and Impact of Decisions: Positions at this level develop objectives, resources and organizational plans for the effective delivery of services. Plans are a mix of tactical and strategic requiring the integration of dissimilar functions. The financial accountability is considerable within the context of the overall scope of the state.</p>	

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Supervision: Positions at this level typically supervise lower-level managers and supervisors representing multiple organizational units or functions.

Administrator of Education Programs and Services 2

Scope and Impact of Decisions: Positions at this level develop objectives, resources and organizational plans for the effective delivery of services. Plans are strategic requiring the redesign and integration of dissimilar functions. The financial accountability is considerable within the context of the overall scope of the state.

Supervision: Positions at this level typically supervise mid-level managers or lower-level administrators representing multiple divisions or organizational units.

Administrator of Education Programs and Services 3

Scope and Impact of Decisions: Positions at this level work to establish agency law, rule and policy. Interfacing with legislative leadership and community stakeholders is imperative to the success of the agency, funding and goals within the context of the overall scope of the state.

Supervision: Positions at this level typically supervise upper-level managers and lower-level administrators representing a significant portion of the agency's functions.

Qualification Standards

The standards outlined provide candidates who have achieved a suitable knowledge and skill consideration for entrance into the defined job through education, experience or equivalent combination.

Administrator of Education Programs and Services 1

- A Bachelor degree in Business, Public Administration, Education, Education Leadership, Public Policy, Education Administration, Communication or Social Sciences and 6-8 years of progressive, related experience; **or**
- an equivalent combination of education (higher-level degree) and related experience; **or**
- equivalent related experience.

Administrator of Education Programs and Services 2

- A Bachelor degree in Business, Public Administration, Education, Education Leadership, Public Policy, Education Administration, Communication or Social Sciences and 8-10 years of progressive, related experience; **or**
- an equivalent combination of education (higher-level degree) and related experience; **or**
- equivalent related experience.

Administrator of Education Programs and Services 3

- A Bachelor degree in Business, Public Administration, Education, Education Leadership, Public Policy, Education Administration, Communication or Social Sciences and 10-12 years of progressive, related experience; **or**
- an equivalent combination of education (higher-level degree) and related experience; **or**
- equivalent related experience.

NOTE: Agencies may identify additional qualifying degree types and special qualifications specific to the position. Related experience must provide the necessary knowledge, skills, and abilities to perform the functions of the position and its classification proficiently.



**State of Oregon
Classification Specification**

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