

DEPUTY DEPARTMENT DIRECTOR

CODES/PAY RANGE

Class Code: 3938

EEO Code: A

FLSA: E

Pay Range: B

MAJOR FUNCTION

Highly responsible administrative and technical management work for the Department Director, exercising line authority over the divisions to carry out the functions and activities necessary for the department's effective and efficient operation.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Supports the Department Director in planning, directing and overseeing operations, personnel, and budget for the department.

Ensures conformance with state and federal ordinance and regulations as they may relate to the department.

Represents the director advising the County Manager and County Council on issues relating to the department. Represents the department director as a member of the executive management team to assist and advise the County Manager in developing short-term and long-term goals and objectives.

May assume command of the department in the absence of the director.

Serves as a liaison and County representative to inter-governmental agencies, advisory groups, state and federal agencies, internal divisions and organizations, and citizen groups as directed. Addresses media on high profile issues.

Coordinates and oversees activities of subordinate organizations including budget preparation, service levels, missions, goals and objectives, personnel and operations. Administers policies and directions for division directors.

Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of state and county laws and regulations relating to the operation of the respective department.

Ability to delegate authority, plan, organize and review the work of subordinate administrative, technical, and supervisory personnel. Ability to exercise considerable judgment and discretion in establishing, applying, and interpreting departmental policies and procedures. Ability to establish and maintain effective working relationships with associates, public officials, other government agencies and the general public. Ability to express ideas clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Public Administration, Finance, or closely related field, and five (5) years progressively responsible experience in planning, organizing and directing major phases of the operations and programs of a medium to large public agency.

A comparable amount of education, training or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Generally sedentary work. Ability to see, talk. Due to location of assignment, incumbent must have ability to run, grasp, kneel/crouch, walk, climb, reach, handle.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical and professional manuals, literature and journals; financial reports; legal documents, procedures and statutes; memos, reports, safety procedures, letters. Ability to write reports, evaluations, memos, policies, summaries and letters. Ability to perform advanced mathematical functions. Ability to speak publicly and extemporaneously; conversant in the theory and practices of discipline. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

New 2/2007