

ASSISTANT DIRECTOR

DEFINITION

Under general direction assists in the planning, direction, organization and review of the operation, development, promotion and administration of the assigned Department. The Assistant Department Director conducts tactical level planning related to strategic plans and policies and develops operational goals. Responsibilities include supervision of management and non-management employees, exercise of hiring and firing authority, and exercise of budget authority. The Assistant Department Director represents the Department and the City and has significant interaction with elected officials.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Department Director. Exercises direct supervision over an assigned group of operating divisions of the assigned Department. Selects, supervises, coordinates, and reviews and evaluates the work of division managers. This is an unclassified position in which the incumbent serves at the will of the Department Director.

DISTINGUISHING CHARACTERISTICS

The Assistant Department Director is responsible for the oversight of daily operations and may assume the duties of the Director in his/her absence. The Assistant Director is distinguished from the Department Director in that the latter is responsible and accountable for directing a City Department.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Manages activities and provides professional and technical assistance to the Department Director.

Supervises management and non-management employees including prioritizing and assigning work; coaching; conducting performance evaluations; ensuring staff are trained; ensuring employees follow policies and procedures; and making hire, termination, and disciplinary recommendations and /or corrective action.

Performs both short and long-range planning; assists in the development and organization of major projects, programs, activities and procedures to accomplish City objectives.

Oversees the forecasting, preparing, and administering department budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

Creates program recommendations regarding the allocation of available resources among various types of potential projects.

Directs the operational objectives of applicable systems, ensuring operational and administrative controls, policies and procedures to ensure effectiveness and efficiency of the organization in accomplishment of its strategies and tactical objectives, key initiatives and plans.

Manages programs and staff; ensures that objectives and goals specified are accomplished in accordance with prescribed priorities, time limitations and funding conditions.

Serves as staff to a variety of City commissions, boards, and committees on Department-related matters.

Communicates and collaborates with internal departments, external consultants, vendors, external agencies regulatory officials, the general public, elected/appointed officials and/or other interested parties to coordinate department activities and resolve issues.

Assists Director in explaining and interpreting problems and proposals to elected officials, other agencies and the general public.

Responsible for overseeing preparation of and presenting agenda items to City Council when designated by the Director.

Reviews and analyzes legislative proposals and evaluates potential impacts on department operations and activities.

Responsible for summarizing and reporting on staff project status.

May monitor and review the preparation and maintenance of proposals, leases, permits and other documents; and prepare, negotiate and maintain such items.

Performs other duties of a similar nature or level.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Applicable federal and state laws, codes and regulations.

Financial management principles and practices.

Budget administration principles and practices.

Advanced principles and practices of effective management and supervision.

Project management methods.

Program development and administration principles and practices.

Public administration principles.

Skill in:

Coaching, supervising and evaluating employees.

Developing, interpreting, applying, and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.

Planning, analyzing and evaluating programs and services, operational needs and fiscal constraints.

Prioritizing and assigning work.

Ability to:

Exercise sound independent judgment within general policy guidelines and operating parameters.

Formulate, evaluate and make sound recommendations on a variety of directly related programs and policies.

Prepare clear, concise and comprehensive records, reports, correspondence and other written materials.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including a variety of City and other government officials, community groups and the general public.

Interpret, explain and apply applicable laws, rules and regulations.

Administer and monitor programs in accordance with Federal, State or local law, rules and regulations or directives.

MINIMUM QUALIFICATIONS

Education & Experience:

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, Regional Planning or degree field(s) as deemed acceptable by the Director of Personnel Services and the appointing authority.

AND

Five years of directly related management experience as deemed acceptable by the Director of Personnel Services and the appointing authority.

OR

Experience:

Nine years of directly related experience including five years at a management level is required.

LICENSE

Possession of a valid Driver's License at time of appointment. Possession of a valid Class C California Driver's License is required within sixty (60) days of appointment.

SPECIAL QUALIFICATIONS

A Masters degree in Business Administration, Public Administration or related field is preferred.

Professional certifications related to the specific technical discipline as required, preferred or desirable.

Professional certifications within a specific timeframe as mandated by a national, state or locally recognized agency.

Other requirements:

Depending upon assignment, selected candidate may be required to satisfactorily complete a background review of employment, and/or for certain department(s) a criminal history review

covering the past ten years.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 05/19/2011

JC/TJ/AR/04/08
Revised TB/scm/5/13/11