

## ASSOCIATE DIRECTOR

### NATURE AND VARIETY OF WORK

This is highly responsible management-level professional, supervisory, and administrative work with the overall responsibility for managing a major bureau/equivalent within a County department, office, or agency. Incumbents play a key role by assisting a Director or Deputy Director in the continual overall appraisal of comprehensive departmental programs and activities. Work is performed independently under the general supervision of a Director/Deputy Director and is evaluated according to the degree to which established goals and objectives are accomplished.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate professional, para-professional, technical, and clerical positions as defined in the Personnel Law, Section 16-102(a)(59).

Provides management-level staff assistance to the Director/Deputy Director in developing organizational goals and objectives, as well as developing general and specific methods and programs necessary for the achievement of those goals.

Confers/coordinates with elected officials, municipal authorities, and other agencies in order to clarify and resolve actual/potential problems.

Assists in the formulation and development of programmatical policies, goals, objectives, standards, and procedures.

Provides management-level assistance to the Director/Deputy Director by directing and coordinating the work of professional, para-professional, technical, and clerical positions.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

### KNOWLEDGES, SKILLS AND ABILITIES AND OTHER CHARACTERISTICS

Extensive knowledge of modern management principles and techniques.

Extensive knowledge of the principles and methods of public administration and local government.

Extensive knowledge of the functional area to which assigned.

Ability to organize, supervise and evaluate the work of a diverse staff in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with associates, subordinates, representatives of other agencies, County officials, and the general public.

Ability to express ideas clearly and concisely both orally and in writing.

#### MINIMUM QUALIFICATIONS

Graduation from college or equivalent plus experience of a type, duration, level of complexity, diversity and responsibility to be determined at time of announcement, which has provided the applicant with the necessary knowledge, skills and abilities to perform the duties in the appropriate executive level functional area; or equivalent combination of education, experience and training.

#### DESIRABLE QUALIFICATION

Depending upon the assignment/functional area, some positions may require possession of or eligibility for a professional license as issued by a governing body, especially in the engineering field.

NEW:           CB-25-1982  
REVISED:     CB-52-1989  
REVISED:     CB-   -1993