

DEPUTY DIRECTOR

NATURE AND VARIETY OF WORK

This is management level supervisory, professional, and administrative work performed in support of an exempt Director position and the Department to which assigned. The incumbent assists the Director in the overall management, planning, and coordination of a diverse range of activities, operations, and staff in order to accomplish the departmental mission. Work is performed with a wide latitude for independent judgment and action under the general supervision of the Director. Work performance is evaluated based upon the achievement of agency goals and objectives.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities as defined in the Personnel Law.

Assists the Director in developing comprehensive long and short range strategies designed to achieve Departmental goals and objectives and establishes priorities as necessary to accomplish them.

Assumes the duties and responsibilities of the Director in his absence.

Exercises technical management oversight for all operations, activities, programs, and projects accomplished within the agency.

Analyzes technical performance reports, correspondence, and contracts. Reviews, evaluates and makes recommendations to the Director regarding areas of Departmental responsibility.

Investigates and researches difficult and complex inquiries, problems, or complaints and initiates appropriate to address/resolve them.

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

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Extensive knowledge of modern office procedures, practices, and equipment.

Extensive knowledge of the principles and practices of public and business administration.

Extensive knowledge of the functions, organizations and governing laws and regulations of the County government.

Ability to analyze, interpret and report research findings and recommendations.

Ability to exercise judgment and discretion in applying and interpreting policies and procedures.

Ability to plan, assign and direct the work of others in a manner conducive to full performance and high morale.

Ability to understand and carry out complex oral and written instructions.

Ability to establish and maintain effective working relationships with department officials, employees and the general public.

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.

CREATED: 10/88