

## DIRECTOR

### NATURE AND VARIETY OF WORK

This is executive level exempt management work performed as the appointing authority for a major County department or agency in accordance with Section 16-102(a)(5) of the Personnel Law. As Director, primary responsibilities include directing, coordinating and assessing the work of a subordinate staff engaged in activities and services directed toward the accomplishment of the respective departmental goals and objectives. Under the general direction of the County Executive, work is performed with a wide latitude for independent action and judgment and is evaluated as it contributes to the efficiency of the Department and effectiveness of program goals and objectives.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

In conjunction with the County Executive, develops comprehensive long and short range strategies designed to achieve departmental goals and objectives, legal mandates and established priorities as necessary to accomplish them.

Through respective bureau or division chiefs, exercises technical management oversight for all operations, activities, and programs within the assigned department.

Formulates and enforces policies and procedures governing the administration of various County administered programs.

Maintains liaison with federal, state, and metropolitan area governmental agencies whose policy, laws, regulations, and directives impact upon departmental and County activities, operations, projects, and programs.

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

Develops comprehensive budget based upon approved programs, resource parameters, technological enhancements, and County policies and procedures. Exercises internal fiscal control and reviews capital asset proposals and contracts.

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.

#### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of the principles and practices of administrative management.

Extensive knowledge of governmental fiscal policies and procedures and legal mandates including the budget process.

Extensive knowledge of modern research and investigative techniques and procedures.

Extensive knowledge of laws, statutes and ordinances of the State of Maryland and Prince George's County.

Ability to keep the County Executive and Chief Administrative Officer informed on all major issues and programs and to recommend changes and as appropriate.

Ability to supervise, plan, and coordinate the work of a diverse staff comprised of administrative, legal, professionals, para-professionals, trades, and skilled subordinates in a manner to accomplish departmental goals and objectives.

Ability to review, evaluate, and initiate appropriate action on technical and legal reports, contracts, and documents concerning departmental matters and to make subsequent recommendations.

Ability to establish and maintain effective working relationships with County officials, associates, subordinates, representatives from other agencies, 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 knowledges, 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