



MARCH 2016
FLSA: EXEMPT

DIRECTOR

DEFINITION

Under administrative direction, plans, organizes, provides administrative direction and oversight for, and participates in, the activities and functions of a City department, which includes developing departmental goals and objectives, developing, implementing and enforcing policies, procedures, and standards; planning and organizing the delivery of programs and services; developing departmental budgets; approving expenditures and monitoring revenue and expenditures; providing expert professional assistance to City management staff in areas of expertise; fostering cooperative working relationships with other departments, outside agencies and the public served; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a Department Director classification that oversees, directs, and participates in all activities of an assigned department. Responsibilities include coordinating the activities of the department with those of other elected and appointed City officials and managers and accomplishing the complex and varied functions of the department. The incumbent is accountable for achieving departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. The classification of Director is distinguished from the next lower class of Division Manager in that the latter has either oversight of multiple areas in large operational departments or is the manager of professional services with City-wide internal or external impact.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget, including determining staffing and operational needs; approves and monitors departmental expenditures.
- Plans, organizes, administers, reviews and evaluates the work of professional, technical, office support and operational staff through subordinate levels of supervision; provides for the selection, training, development and work evaluation of department staff; authorizes discipline as required; provides policy guidance and evaluation to staff.

- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements, City needs and departmental mission.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery; makes recommendations for improvement and ensures maximum effective service delivery.
- Monitors the day-to-day operations to ensure that the department is meeting goals and objectives, is following policies and procedures, and is providing services effectively and efficiently; takes corrective action as appropriate.
- Handles administrative responsibilities for the department, including conferring with and representing the department and the City in meetings with the City Council, members of boards and commissions, various government agencies and the public; oversees the preparation of periodic and special reports, providing financial approval on documents, and preparing and delivering presentations.
- Serves on the management team and attends meetings and conferences ensuring departmental needs and concerns are represented.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other materials; maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and computer applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Prepare and administer complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of finance programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a four-year college or university with major coursework in business or public administration or a field related to the area of assignment and five (5) years of supervisory or administrative experience in the area of assignment.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- At the option of the appointing authority or the City, persons hired into this class may be required to either possess at entry or obtain within specified time limits designated licenses, professional registration, certification or specialized education and training relevant to the area of assignment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.