

## **ASSISTANT DEPARTMENT DIRECTOR**

### **CLASS SUMMARY:**

This level is typically found in large County departments or Elected Official offices. Incumbents may direct the operations of multiple divisions and have broad administrative oversight, assisting the Director or Elected Official in department-wide planning of programs and activities; defining goals and objectives; coordinating, planning and allocating resources; and participating in the formulation of policies and legislative guidelines. There is typically only one Assistant Director in a department, which may serve as second in command and have line authority in decision-making. Oversight and direction of internal operations is typically achieved through direct supervision of lower-level managers.

### **TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1. Supervises staff in a large department to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
2. Provides oversight and directs the implementation of internal operations in a large department or multiple divisions, which includes assisting in planning, implementing, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; interprets and oversees compliance with Federal, State, and local laws, regulations, codes, and/or standards; coordinates activities between multiple service areas; works to integrate and coordinate service areas.
3. Ensures departmental adherence and compatibility with organizational goals, objectives, and strategic initiatives; sets the climate on issues related to State politics and policies.
4. Directs and reviews a variety of reports, reconciliations, work papers, promotional efforts, communications, schedules, tables, and/or statements to and from internal departments, financial institutions, governmental entities, and external agencies.
5. Represents the Department countywide and to Boards and Commissions; serves as a liaison to external agencies.
6. Assists in the development and administration of departmental budgets; approves expenditures; reviews financial statements; manages financial operations.
7. Performs other duties of a similar nature or level.

**Training and Experience** (positions in this class typically require):

Bachelor's Degree and progressively responsible technical experience in a related field, and four years of management experience, including administrative and supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Some positions may require a Master's Degree, Juris Doctorate, or Medical Doctorate specific to area assigned.

**Licensing Requirements** (positions in this class may require):

- Oregon Driver's License;
- Licensure or certification related to the area assigned.

**Knowledge of** (position requirements at entry):

- Leadership principles;
- Management principles;
- Culturally competent practices;
- The role that culture plays in work relationships, operations and dynamics;
- Public administration principles and practices;
- Advanced principles and practices in assigned area of responsibility;
- Program development and administration principles and practices;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Policy and procedure development practices;
- Project management principles;
- Budget development and administration principles;
- Principles and practices of grant and/or contracts administration.

**Skills in** (position requirements at entry):

- Monitoring and evaluating subordinates;
- Delegating and prioritizing work;
- Reviewing and approving reports;
- Preparing and presenting reports and information;
- Reading, comprehending, and reviewing financial information;
- Making program decisions based on financial considerations;
- Solving problems;
- Managing legal and regulatory changes;
- Creating a culturally inclusive work environment;
- Mediating and resolving conflict;
- Working effectively with clients, co-workers, employees and supervisors from diverse backgrounds;
- Gathering, interpreting and behaviorally adapting to cultural contexts;
- Communication, both verbal and written, sufficient to exchange or convey information and to receive work direction;
- Conducting negotiations;
- Developing and implementing strategic plans;
- Developing, implementing, and applying policies and procedures;
- Preparing and administering budgets;
- Using computers and related software applications.

**Physical Requirements:**

Positions in this class typically require: reaching, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subject to travel.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates LLC (LM,KLR) Date: 7/06

Classification and grades (Job Codes N2012 and N2013) approved on December 13, 2006 by Lane County Board Order 06-12-13-3.

Grade (Job Codes N2010 and N2011) approved on August 29, 2007 by Lane County Board Order 07-8-29-17.

FLSA Status: Exempt