

DEPARTMENT DIRECTOR

CLASS SUMMARY:

The top level in the management series, incumbents are responsible and accountable for proactively directing a County department including its assets, personnel and resources to achieve the broad strategic goals and objectives established by the County Administrator and/or governing body. In addition to developing and directing department programs and initiatives, Department Directors set the tone, climate and vision for the department and provide for a multi-jurisdictional approach. Incumbents serve as members of the executive management team providing leadership, and as such, participate in the accountability and efficiency of operations and success of the overall organizational goals and objectives.

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

1. Provides administrative direction and supervision to employees to include: assigning projects and objectives; conducting performance evaluations; developing, motivating, and training; and making hiring, termination and disciplinary recommendations.
2. Provides broad oversight and directs the implementation of internal operations, which includes planning, implementing, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; sets the tone, climate, and vision for the department and ensures a multi-jurisdictional approach in the integration and coordination of activities; interprets and oversees compliance with Federal, State, and local laws, regulations, codes, and/or standards.
3. Serves on a variety of internal and external committees, task forces, and other agency committees to secure advocacy and influence support for programs and ideals.
4. Presents recommendations to the County Administrator and/or applicable governing body; initiates collaboration with internal departments and other organizations to promote organizational effectiveness, awareness and public relations.
5. Provides administrative assistance to the County Administrator; develops complex reports and correspondence.
6. Responds to requests for information and provides subject matter expert guidance to other departments, consumers, the general public, and/or outside agencies.
7. Ensures compliance with statutory responsibilities and directives; evaluates and communicates the impact of potential legal or regulatory changes on the organization.
8. Develops and administers departmental budgets; directs the forecasting of additional funds for staffing, equipment and supplies; approves expenditures; reviews financial statements; manages financial operations; implements adjustments.

TYPICAL CLASS ESSENTIAL DUTIES: (con't)

9.	Performs other duties of a similar nature or level.
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Training and Experience (positions in this class typically require):
Bachelor's Degree and progressively responsible technical experience in a related field, and six 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;
 - Financial accounting principles;
 - Budgeting 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;
 - Implementing broad strategic goals and objectives;
 - 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;

- Skills in** (con't)
- Communication, both verbal and written, sufficient to exchange or convey information and

- to receive work direction;
- Conducting negotiations;
- Developing and directing department programs and initiatives;
- 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, fingering, 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 N2001, N2003, N2004, and N2005) approved on December 13, 2006 by Lane County Board Order 06-12-13-3.
FLSA Status: Exempt