

# Classification Description

**Title:** Deputy Director

**Job Code:** 1451

**Pay Range:** X

**FLSA Status:** Exempt – Executive/Supervisory

**Employee Group:** Non-Represented

**Established:** 10/08

**Revised:** 4/14

**EEO Category:** Officials and Administrators

## CLASSIFICATION DESCRIPTION

Jobs assigned to this classification are the Deputy to a Director in a large department with multiple complex, critical programs and projects. The Deputy Director has executive level authority for department-wide planning, organization and operations. In addition, these positions may direct major programs, projects and functions of a department.

## DISTINGUISHING FEATURES

This classification is typically found in large departments where the size of the organization and the complexity of the work require ongoing delegation of department-wide executive authority. Deputy Director typically has executive-level authority over a large division and/or complex programs.

## DUTIES AND RESPONSIBILITIES

1. Acts as the department director in the director's absence.
2. Plans, organizes and directs services and/or functions of a department. Establishes, implements and monitors policies and procedures for effective, efficient operations.
3. Prepares documents, interprets department rules and directives, reviews all contracts and resolves contract disputes. Ensures compliance with Metro code and relevant laws.
4. Responds to various department operational problems and determines appropriate action or resolutions.
5. Directs and coordinates the preparation of department and/or major division of a department's budget; monitors expenditures and makes adjustments as appropriate; oversees controls to ensure expenditures are in legal compliance and within limits authorized through the budget.
6. Provides department-wide full supervision over supervisory, professional and technical positions with executive responsibility for hiring, promoting, transferring, assigning, evaluating performance, initiating salary action, handling grievances, disciplining, and discharging employees.
7. Assists in short- and long-range planning of the department; manages special projects or studies to meet the overall direction and objectives of the department.
8. Consults with elected officials and senior management on issues; collaborates with department director in establishing strategic direction, and guides processes for critical functions/programs for a department.
9. Evaluates internal departmental systems to ensure maximum efficiency and effectiveness; develops and establishes department policies and code revisions.

10. Develops partnering relationships with external entities in support of department programs; meets with high level, internal and external, public and private officials to represent programs and secure funding.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
  - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
  - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
  - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
  - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
  - Demonstrate sustainable practices in applicable field and generally for resource use and protection
  - Work assigned schedule (if applicable); exhibit regular and predictable attendance
  - Practice safe work habits
  - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
4. Perform other duties as assigned.

### **JOB SPECIFICATIONS**

#### **Education/Licensing and Work Experience:**

- Seven to ten years of specialized experience or operational management in area of responsibility, and
- A Bachelor's degree in the assigned program area or a related field, or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

#### **Knowledge, Skills and Abilities:**

- Knowledge in principles and practices; legal requirements, regulations, and laws applicable to area of assigned responsibility.
- Knowledge in fiscal management, including budget preparation and expenditure control.
- Knowledge in management theory and the principles and practices of supervision.
- Knowledge in major business and specialized computer software programs.

- Knowledge in interpersonal skills, customer service, and teamwork.
- Knowledge in training and supervision.
- Knowledge in presentations and teaching.
- Knowledge in reading, writing, understanding and speaking English is required.
- Knowledge in advanced math and programming.
- Ability to exercise strong leadership with the ability to build consensus among diverse groups.
- Ability to plan, organize and oversee assigned departments and projects.
- Ability to communicate successfully with elected officials, the media, the public, and various interest groups regarding sensitive and/or complex issues.
- Ability to use of discretion, decision making, negotiation and mentoring continuously.
- Ability to maintain confidentiality.
- Ability to perform essential duties and responsibilities.
- Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.
- Ability to successfully pass the background check and screening requirements if required for the position.
- Ability to possess a current driver's license and driving record sufficient to be insured by Metro insurance carrier if required for the position.

### **SUPERVISION RECEIVED**

- This position receives supervision from the Department Director.

### **SUPERVISION EXERCISED**

- This position exercises supervision over assigned areas within the department.

### **RELATIONSHIPS/CONTACTS**

- Inside the organization, provides direction, initiates training, resolves problems, exchanges information, advises, and provides recommendations. Outside the organization, promotes department and agency, performs public speaking, conducts interviews, troubleshoots and resolves problems.

### **TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING**

- Standard office equipment is used.

### **WORK ENVIRONMENT**

- Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Employees in this series may encounter the hazardous chemicals, equipment and situations normally found in such an environment. Travel, extensive overtime and evening meetings may be required.

## Classification Description

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*