

Classification Description

Title: Director II

Job Code: 1461

Pay Range: Z

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 plan, organize and direct the activities of a Metro department. A Director is an executive level position reporting directly to the Metro Chief Operating Officer, or the Deputy Chief Operating Officer, and serves as a member of the executive management team. Oversight areas include long-range and short-term planning, policy and program analysis, development and implementation, and financial and human resources management.

DISTINGUISHING FEATURES

This is a single classification, and is not part of a classification series.

DUTIES AND RESPONSIBILITIES

1. Directs and leads overall activities of a Metro department, under general policy direction; determines and sets priorities; evaluates and integrates programs, and establishes policies, procedures, systems and standards to ensure efficient and effective operations of the department and/or agency goals.
2. Develops and implements the department budget; oversees controls to ensure expenditures are within limits authorized through the budget.
3. Plans, organizes, directs and evaluates the performance of managers, supervisors or leads reporting to the director and their assigned staff. May provide full supervision over management, professional, administrative, and technical positions with primary responsibility for hiring, promoting, transferring, assigning, evaluating performance, initiating salary action, handling grievances, disciplining, and discharging employees.
4. Provides the leadership and management oversight to address and accomplish established long-term goals, objectives and strategies related to programs and projects of the department and/or the agency; directs short and long-range plans to ensure effective and efficient operations; assesses needs and prioritizes resources toward achieving department role and responsibilities.
5. Develops and maintains partnerships with public and private sector interests including local jurisdictions, state agencies, non-profit organizations, and major corporations.
6. Establishes and maintains effective communications with and between the Chief Operating Officer, Deputy Chief Operating Officer and Council regarding department direction, performance, and progress of programs and projects.
7. Oversees and manages all accounts, contracts and financial issues related to the department and its various divisions.

8. Directs the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of services; may respond directly to the most sensitive or complex inquiries or complaints.

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:

- Eight to ten years of progressively responsible management experience with responsibility for strategic planning, budgeting, and personnel management operational planning, and
- A Bachelor's degree in the area of assignment or a directly 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 of the principles and practices, and the legal requirements, regulations, and laws applicable to area of assigned responsibility at an executive level.
- Knowledge of fiscal management, including budget preparation and expenditure control.
- Knowledge of management theory and the principles and practices of supervision.

- Knowledge of major business and specialized computer software programs.
- Knowledge in interpersonal skills, customer service, and teamwork.
- Knowledge in training and supervision.
- Skill in reading, writing, understanding and speaking English is required.
- Skill in selling products or services and performing basic mathematical computations.
- Ability to execute strong leadership skills with the ability to build consensus among diverse groups.
- Ability to plan, organize and oversee assigned programs and projects.
- Ability to analyze and evaluate operations and develop and implement corrective action.
- Ability to communicate and negotiate successfully with elected officials, attorneys, the media, the public, and various interest groups regarding sensitive and/or complex issues.
- Ability to use discretion, decision making, negotiation and mentoring in a continuous or frequent manner.
- Ability to deliver presentations and provide instruction on a regular basis.
- Ability to analyze problems and apply creative thinking to generate effective solutions.
- 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 by the Chief Operating Officer or the Deputy Chief Operating Officer

SUPERVISION EXERCISED

- This position supervises the Deputy Director, Program Directors and occasionally Managers in the respective departments

RELATIONSHIPS/CONTACTS

- Inside the organization, provides direction, initiates training, resolves problems, exchanges information, advises, and provides recommendations. Outside the organization, promotes 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 classification may encounter the hazardous chemicals, equipment and situations normally found in such an environment. Travel, extensive overtime and evening meetings may be required.

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.