



**OCTOBER 2018**  
**FLSA: EXEMPT**  
**Bargaining Unit: MA**  
**JCN: 7122**

## **DEPUTY DIRECTOR**

### **DEFINITION**

Under limited direction, the Deputy Director is responsible for the administrative division or program areas, including but not limited to, employment, eligibility, health, mental health, community services or social services within a department in the County of El Dorado. Incumbents may be assigned to one or more of these program areas or one or more program areas and smaller department programs. Incumbents in this classification provide supervision and direction to professional, technical and support staff assigned to the division or program being managed. This supervision and direction may be provided directly or through subordinate supervisors.

A Deputy Director differs from the Program Manager in that the former typically has responsibility for the administrative division, eligibility, employment, health, mental health, community services or social services programs within a department where the organizational structure requires two or more subordinate levels of supervision. A Deputy Director serves in a second level managerial capacity to plan, organize, or direct divisions or programs.

### **DISTINGUISHING CHARACTERISTICS**

This is a management level class responsible for the overall administration of an assigned identifiable division(s) or program(s) within a department in the County of El Dorado. Incumbents have a great degree of latitude for the exercise of independent judgment and decision-making. The incumbent is responsible for developing and implementing program goals, objectives and standards in addition to furthering departmental and County goals and objectives. This class is distinguished from the Assistant Director, Chief Assistant Director and Director of the department to which assigned in that the latter have departmental rather than division or programmatic level responsibilities.

### **SUPERVISION EXERCISED AND RECEIVED**

Incumbents in the Deputy Director classification receive supervision from an Assistant Director, Chief Assistant Director, Director, or other upper-level department managers. The Deputy Director provides direction to subordinate managers, supervisors and other assigned staff in the administrative division, health, mental health, community services, and social services programs.

### **EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY)**

- > Develops and/or manages and administers assigned programs and/or divisions.
- > Selects, trains, evaluates and disciplines subordinate staff.
- > Serves as a resource for interpretation of Federal and State laws affecting the assigned program.
- > Assists in the general management and administration of one of several complex divisions or total program areas within the assigned department.
- > Develops policies and procedures for the administration of departmental programs.
- > Directs and coordinates the work of multiple units in a total assigned area.
- > Performs analysis and prepares detailed written reports of findings pertaining to the quality and efficiency of services provided within the assigned program(s).
- > Maintains current awareness of changes in laws and regulations pertaining to assigned program(s) and keeps subordinate staff informed.

- Provides professional and technical consultation on complex program matters.
- Participates in the development and assists with provision of in-service training and staff development programs.
- Assists in preparation of budget information related to assigned program(s).
- Represents the department at community organizations, public gatherings and meetings.
- Enters and retrieves information from an automated computer system.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

### **EDUCATION & EXPERIENCE REQUIREMENTS**

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Equivalent to graduation from a four-year college or university with major coursework in public administration, business administration, social services, counseling, gerontology, sociology, psychology, social work or related field **AND** three years of experience providing professional level administrative, financial and management analytical support, or professional level experience in the technical area of the program to which assigned. Additional qualifying experience may be substituted for education on a year for year basis to a maximum of two years.

#### **OR**

One (1) year of experience performing duties comparable to a Program Manager or Staff Services Manager.

#### **OR**

A graduate degree in public administration or business administration or a Master's Degree in Social Work from a two year counseling program **AND** one (1) year supervisory or managerial experience in administrative services, employment, eligibility, health, mental health, community services or social services programs in a public agency.

### **Other Requirements**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is primarily performed indoors in a standard office setting with infrequent trips outdoors in all weather conditions.

**Physical:** Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** sitting, bending; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold; lifting, carrying or pushing objects that weigh up to 15 lbs. **Occasional** standing, walking and reaching; lifting, carrying or pushing objects that weigh 16 – 40 lbs. **Infrequent** climbing; lifting, carrying or pushing objects that weigh more than 40 lbs.

Must possess a valid driver's license. Individuals who do not meet this requirement due to physical disability will be reviewed on a case by case basis.

### **Knowledge**

- Principles and practices of supervision and management, employee development, program evaluation, quality control and public relations.

- > Federal, State and local laws, rules and regulations pertaining to the program(s) to which assigned.
- > Technical skills and requirements related to the assigned program(s).
- > Public funding and budget preparation for the program(s) to which assigned.
- > Community needs and resources, if required in the program(s) to which assigned.
- > Business computer applications, particularly as related to statistical analysis and record keeping.
- > Principles, practices and method of administrative, organizational, economic and procedural analysis.
- > Employment, eligibility or mental health, public health, community services, social services and other health or human services programs.
- > Public funding and budget preparation.

### **Skills**

- > Planning, organizing, and directing the work of others.
- > Planning, coordinating, implementing and evaluating the effectiveness of assigned program(s).
- > Interpreting rules and regulations applicable to the assigned division(s) or program(s).
- > Analyze situations accurately, reaching sound conclusions and adopting an effective course of action.
- > Speaking and writing effectively.
- > Establishing goals and objectives.
- > Exercising sound independent judgment and initiative within established guidelines.
- > Establishing and maintaining effective working relationships with those contacted in the course of the work.
- > Work effectively with the County Board of Supervisors.
- > Enlist the cooperation of and work effectively with community organizations, government agencies and others.

### **WORKING CONDITIONS**

As required by Internal Revenue Service Publication 1075, individuals in positions that have access to Federal Tax Information (FTI), will be subject to a background investigation and a criminal history check. In addition, individuals hired into positions that have access to FTI will be re-investigated at least once every ten (10) years.

### **HISTORY**

**JCN: 7122**

Created: NOV 2011

Revised: SEP 2012

Revised: JAN 2013

Revised: APR 2015 BOS