

## Position Description

# DIVISION DIRECTOR

Date Prepared: December 2015

FLSA Status: Exempt

Date Revised: October 2016

### GENERAL DESCRIPTION

This key management classification is part of the agency's Executive Management Team (EMT), and may act on behalf of the Executive Director when designated.

Responsibilities include employee supervision, leadership, evaluation, strategic planning, project management and project work, and management of a programmatic and/or functional planning area of the agency.

### ESSENTIAL JOB FUNCTIONS

- Plans, supervises, and evaluates the activities and performance of staff members, interns, and consultants.
- Conducts performance appraisals; coaches, and develops plans for employee development.
- Participates in the recruitment and hiring of agency staff.
- Works with Executive and Deputy Director on retention, termination, and advancement of staff under his/her supervision.
- Participates in creating and implementing staff development programs.
- Participates in development of the agency work program and work program budget. Monitors and analyzes project, programmatic, and agency budgets.
- Participates in development of project management tools.
- Working in a team setting with other members of the EMT and other staff:
  - Monitors and analyzes the agency budget.
  - Develops, prepares, and manages the agency's work program and work program budget.
  - Works with Council to develop regional priorities.
  - Provides staff training on budget development and work program cost estimating when necessary.
  - Analyzes revenue as well as approved work programs to determine appropriate staffing levels.
  - Participates in updates of agency job descriptions, personnel policies, and agency classification and compensation system.
  - Manages overall website content to ensure that it is high quality and current. Acts as a primary content reviewer and elicits content from staff when necessary.
- Participates in agency audit as needed.
- Coordinates with the Deputy Director to administer contracts and grants.
- Develops scopes of work for grants, projects, and work programs, including budget estimates and staffing levels.
- Identifies funding, training, and technical assistance opportunities and prepares grant applications for federal, state, local, and other funds to further Council goals and objectives.

- Monitors and mentors project managers; serves as a working project manager for complex and sensitive projects and programs.
- Scopes and reviews the technical work of consultants, contracting agencies, and other organizations as appropriate.
- Identifies and reports on technology and information services needs of the division.
- Identifies and reports on procurement, office space, and other building and equipment needs of the division.
- Monitors emerging State and Federal legislation affecting transportation, land use, environment, and economic development, as well as other areas of interest to the Council and its member jurisdictions.
- Ensures that planning programs and projects adhere to all relevant rules and regulations.
- Provides planning leadership and direction, and conducts strategic short and long-term planning programs to formulate and implement the agency goals and objectives. Identifies planning problems, and implements appropriate solutions. Develops and implements regional programs.
- Communicates and interacts with policy makers, executives, and administrators of other organizations at the request and on behalf of the Executive Director.
- Participates in intergovernmental committees at the request and on the behalf of the Executive Director to analyze, evaluate, and resolve public policy issues.
- Advises appointed and elected officials on sensitive public policy issues.
- Provides staff support to the Council and related committees.
- Identifies and develops public involvement and education processes.
- Responds to the most sensitive or complex inquiries or complaints.
- Prepares and presents oral and visual reports to Council, committees, community groups, and private organizations.
- Oversees and coordinates investigation, analysis, and preparation of documents for public policy issues and planning and/or oversees and establishes methodologies for data collection, analysis, and complex studies related to land use, transportation, economic and/or community development, or environmental impacts.

#### **OTHER JOB FUNCTIONS**

Performs other related duties as assigned.

#### **DISTINGUISHING FEATURES**

Positions assigned to the classification of Division Director are distinguished by the level of responsibility for project management, leadership, and supervision. A comprehensive knowledge of effective communication styles, work flow management, and employee supervision is required.

#### **WORKING CONDITIONS**

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

## **EDUCATION & EXPERIENCE**

### **EXPERIENCE – MINIMUM:**

- Five years of progressively responsible experience that provides comprehensive knowledge of public administration, planning principles, practices, and techniques as they relate to all functional areas such as land use, environmental impacts, or other related areas.
- Four years of project management and/or supervision must be included in the five years of experience.

### **EDUCATION – MINIMUM:**

Bachelor's degree in public administration, urban or regional planning or a related field such as geography, economics, political science, or environmental studies.

### **PREFERRED:**

Master's degree in public administration, planning or related field.

### **OR SUBSTITUTING**

Any demonstrated combination of experience and education that provides the applicant with the required knowledge and abilities.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

- Supervisory principles and practices.
- Human resources management including state and federal laws pertaining to public employment.
- Applicable Federal and State laws, rules, and regulations.
- Budgeting principles and practices.
- Project management principles and practices.
- Computer applications such as financial and accounting systems, spreadsheets, databases and word processing systems and their application in agency operations.
- Planning principles, practices, and techniques as they relate to all functional areas, such as land use, economic development, transportation, environmental impacts, or other related areas.
- Local government and political decision-making processes.
- Comprehensive and regional planning processes.
- Research methods and practices.
- Multiple specialized areas of planning, such as community and economic development, food systems, transportation, sustainability, natural hazards, forecasting of regional development.
- Microsoft Office software for document, spreadsheet, and presentation preparation.

### **Ability to:**

- Effectively manage and supervise a variety of positions throughout the agency.
- Manage complex projects.
- Evaluate, lead, develop, and motivate others.
- Anticipate and resolve organizational and operational issues in an effective and timely manner.
- Resolve conflict in an open and inclusive manner.
- Develop and interpret policies and procedures as well as analyze complex administrative and policy issues.
- Develop and write plans based on an analysis of data and ongoing stakeholder, community, and agency input.

- Prioritize work, organize tasks, set and meet deadlines, manage budgets, as well as manage numerous projects simultaneously.
- Communicate effectively (in writing and orally) with individuals and groups regarding complex or controversial public policy issues or regulations.
- Establish and maintain effective working relationships with policy makers and agency members, planning staff, agency staff, and the community.

### **SPECIAL REQUIREMENTS**

Frequent travel to meetings and conferences is required, some of which may occur outside of regular business hours as well as occasionally working over 40 hours per week.

### **LICENSES/CERTIFICATES**

A current Washington State Driver's License may be required.