

## Classification Specification

# DEPUTY DIRECTOR

Date Prepared: January 2002

FLSA Status: Exempt

Date Revised: October 2016  
Dec 2015, Feb 2010

### 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 management of the administrative functions 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.
- Manages the agency's human resources program, including recruitment, retention, termination, staff advancement, and orientation of new employees, and ensures compliance with all applicable laws and rules.
- Coordinates staff development programs and develops and maintains administrative policies and procedures including personnel policies.
- Manages office administrative functions.
- Coordinates development of the agency work program and work program budget, including calculating member assessments and projecting overhead rates.
- Manages the development and implementation of effective and accurate financial systems, operations, and procedures. Provides reports and updates on the status of agency accounts for contracts and work programs to the EMT on a monthly basis.
- Working in a team setting with other members of the EMT and other staff:
  - Develops, 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. Maintains project budget tracking system and oversees monthly project report processing.
  - Periodically re-evaluates agency classification and compensation system.
  - Defines and recommends annual benefits levels.
  - 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.
- Supervises agency accounting functions including accounts payable/receivable and payroll preparation. Ensures compliance with generally accepted accounting and auditing procedures, and county, state, and federal requirements.

- Prepares agency-wide financial reports, budget, and audit documents. Manages annual agency audit and is responsible for audit compliance.
- Coordinates with the EMT to administer agency contracts and grants; oversees contract and grant preparation and reviews all contract language; works with contractors to negotiate contract elements and values; manages grant documents and ensures proper and timely procedures for reporting and billing according to contract agreement and audit requirements.
- Identifies funding opportunities and supports development of grant applications for federal, state, local, and other funds to further Council goals and objectives.
- Supervises agency information technology functions, including budget, infrastructure, and program activities. In conjunction with information technology manager, plans and implements agency technology plan.
- Acts as agency purchasing officer, overseeing agency purchases. Generates purchase authorizations for major and minor purchases. Oversees recording, tagging, and surplussing of fixed assets. Manages coordination of office space and supporting elements such as telecommunications and electrical. Oversees building or equipment modification, repairs and maintenance.
- Establishes and oversees agency records management including long and short term storage, records retention, and database of archived records. Responds to and manages public records requests.
- Monitors emerging State and Federal legislation affecting administrative functions of the agency.
- 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 support administrative functions.
- Advises appointed and elected officials on policies and administrative procedures.
- Provides staff support to the Council and related committees.
- 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.

#### **OTHER JOB FUNCTIONS**

Performs other related duties as assigned.

#### **DISTINGUISHING FEATURES**

Positions assigned to the classification of Deputy Director are distinguished by the agency-wide level of responsibility for financial management, human resources, information technology, audit compliance, contracts and grant administration, employee leadership, and supervision. A comprehensive knowledge of financial management and systems, information technology, human resources 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 public sector administrative experience that provides comprehensive knowledge of the principles and practices of public and business administration.
- Four years of project management and/or supervision must be included in the five years of experience.

### **EDUCATION – MINIMUM:**

Bachelor's degree in public or business administration or a closely related field.

### **PREFERRED:**

Master's degree in public or business administration.

### **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
- Current approaches to public agency financial management, budgeting, and accounting including generally accepted accounting and auditing procedures;
- Facilities management
- Information systems
- Human resources management including state and federal laws pertaining to public employment.
- Records management systems and techniques.
- 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.
- Local government and political decision-making processes.
- 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 both in writing and orally.
- 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.