



Director 1

Category: Exempt
Pay Grade: E30
Job Code: 00201

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs highly responsible professional, technical, administrative, and/or supervisory work for a division or department in the County. May be involved in the planning, development and implementation of one or more programs throughout the County. Leads, organizes, directs, and coordinates the day-to-day operations of the division; maintains resource allocation, including budget and personnel. Plans, organizes, develops, and implements a comprehensive program in the area of assignment; provides the supervision and administration of the division or department. The difference between the level of this class and other director classes is due to the defined scope of work, complexity, fiscal responsibility, finality of action, and labor market. Work is performed under general supervision with considerable independent judgment and initiative exercised in carrying out the daily operations of the section. Work is performed under the general supervision of upper level management.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Provides leadership management principles and processes for a specific department or division within the County;
- Plans, develops, organizes, supervises, and reviews the work of a supervisory, professional, and clerical staff engaged in conducting varied activities;
- Supervises management employees in the assigned division which includes creating goals, objectives, and accountability, developing individual Personal Development Plans and conducting performance appraisals for each staff member in their division;
- Coordinates the work assignments of the division/department with others in the County;
- Directs the development and negotiation of contracts with service providers and develops performance and quality standards for same;
- Develops an annual plan of work for the assigned area, monitoring it for results, and reporting accomplishments to the Board of County Commissioners (BCC) or other County leadership;
- Prepares, reviews, approves, and submits the operating budget for the division and monitors contracts;
- Seeks out and develops external funding sources;
- Provides and initiates recommendations, presentations, and reports on division-related functions;
- Directs, supports, and guides managers and subordinates in project development;
- Develops general policies, in consultation with County leadership and other Directors, for maximum utilization of available financial resources through appropriate allocation of manpower and equipment services;
- Provides oversight and direction in response to inquiries from the Board of County Commissioners, the media, and the public to ensure consistency with County policies and goals;
- Provides training and oversight of staff, including hiring, assigning work, evaluating performance, coaching, and administering discipline;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Eight (8) years of professional experience that includes three (3) years of responsible management or supervisory experience; or a Bachelor's degree in a related field and four (4) years of experience as described above; or a Master's degree in a related field and two (2) years of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the principles, practices, and procedures of public and business administration, as applied in a large organization;
- Knowledge of budget and accounting principles, practices, and procedures, as applied in a large organization;
- Skill in advanced leadership techniques and practices to evaluate and determine organizational goals and objectives, maximizing effectiveness of organizational work units through staff selection and assignments;
- Knowledge of County budgeting procedures and ability to apply this knowledge to administer and coordinate administrative and operational budgets;
- Knowledge of principles and techniques of effective communication;
- Knowledge of public administration principles and practices;
- Ability to apply computer applications and software;
- Ability to apply independent judgment and discretion based on knowledge of the County functional and structural organization;
- Ability to communicate clearly and concisely, both orally and in writing;
- Ability to establish and maintain effective working relationships with governmental agencies, public officials, private officials, and the general public;
- Ability to exercise sound independent judgment and tact in working with people and applying and interpreting departmental policies and procedures;
- Ability to maintain effective working relationships with others;
- Ability to make decisions in accordance with county ordinances and practices;
- Ability to plan, organize, direct, coordinate, and supervise the work of professional, supervisory, and clerical employees;
- Ability to present programs and ideas clearly and concisely, in writing and orally, to small and large groups;
- Ability to work independently on complex and confidential tasks;

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.