

## Deputy Director

### GENERAL SUMMARY

Primary function of the job is to serve as the sole deputy and second-in-command for an entire County department. Employees in this position provide professional assistance and expertise to the Department Director/Elected Official on all activities, functions, and policies related to the assigned department, including the department's budget and staff. This position may also assume the duties of the Department Director/Elected Official in his/her absence, which includes acting as a principal spokesperson for the department. Employees in this position may formally supervise or lead the work of other department staff.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. This position may require travel by the employee in the employee's own vehicle.

### PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Serves as the sole deputy and second-in-command for an entire County department.
- Supervises designated staff of the department, either directly or indirectly through subordinate supervisors, including interviewing and selecting of job applicants, training, overseeing work, participating in disciplinary decisions and actions, and establishing and evaluating appropriate performance standards in accordance with County objectives and under the guidance of the Department Director/Elected Official.
- Acts on behalf of the Department Director to direct, manage, administer, monitor, and oversee all operations and activities of the department in a manner that conforms to the mission, goals, and objectives of the County. Participates in the work of subordinate employees as necessary. Ensures the smooth, harmonious, and successful operations of the department.
- Serves as a technical resource to the Department Director, County Administrator, and County Board of Commissioners regarding the department's functions. Makes presentations to County leadership.
- Assists the Department Director/Elected Official with developing strategic plans for the department, including evaluating operations and functions, developing business plans and strategic initiatives, generating ideas and plans for improvements, developing, and implementing new procedures and policies, assessing staffing needs, analyzing financial and operations data, and related activities.
- Participates in the preparation of the department's annual budget; reviews financial reports to ensure adherence to budget; prepares budget adjustments; reviews and authorizes accounts payable/receivable activities; manages assigned accounts and funds. Assists with other financial functions and responsibilities specific to the department, which may include fundraising, seeking additional funding methods, managing grants, etc.
- Assists with and oversees community or public relations activities, representing the department to the public. Coordinates and participates in the development of press releases, website content, newsletters, marketing plans, promotional materials, annual or

periodic reports, etc. Participates in community events and partnerships; serves on community boards, committees, or groups; speaks at events and local meetings.

- Provides comprehensive customer service, including delivery of accurate, prompt, and courteous assistance on complex policies, guidelines, and standard practices to internal and external customers, both verbally and in writing. Investigates and resolves complaints and concerns from customers and constituents.
- Under the guidance of the Department Director/Elected Official, manages contracts with vendors and contractors.
- Develops requests for proposal/price packages, selects vendors/contracts, specifies contract terms, provides direction to, and oversees/evaluates the work of vendors/contractors. Responds to requests for information and provides subject-matter-expert guidance to other departments, citizens, the public, and/or outside agencies.
- Collaborates with County leadership, other County departments, representatives of other jurisdictions/agencies to establish and maintain optimal department operations and appropriate services to constituents and customers.
- Ensures compliance with statutory responsibilities and directives; evaluates and communicates the impact of potential legal or regulatory changes on the department and the County. Seeks to ensure that department activities, procedures, and outcomes are consistent with industry standards and best practices.
- Conducts or oversees a variety of special projects, including research, data analysis, and reporting related to the department's function or mission.
- Participates in/on a variety of meetings, committees, Boards, Councils, and/or other related groups, including representing the Department Director as required.

#### **CERTIFICATIONS, LICENSES** (minimum requirements)

Must have valid driver's license and personal vehicle insurance and maintain eligibility to drive as per the County's Vehicle policy. These requirements will vary by department. The following are examples of required credentials in selected departments.

#### **Position assigned to County Clerk:**

- Notary Public designation

#### **Position assigned to Equalization:**

- Michigan Advanced Assessing Officer (MAAO), formerly State of Michigan Level III Assessor's Certification
- Michigan Master Assessing Officer (MMAO), formerly State of Michigan Level IV Assessor's Certification, which qualifies for an additional annual stipend of \$6,000.

#### **Position assigned to Central Dispatch:**

- CPR Certification.

#### **EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

Minimum requirements may vary by department. Typically, however, most Deputy Department Directors are expected to have the following:

- Bachelor's Degree in a related field.
- Two to four years of directly related, progressively responsible experience, including at least one year of supervisory or managerial experience

**CONDITIONS OF EMPLOYMENT** (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

- May be required to serve in an "on-call" capacity.

**DISTINGUISHING CHARACTERISTICS**

Work involves the development of new guidelines and techniques, establishing criteria or developing new information where guidelines may not exist for all situations and considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation. Errors at this level could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the agency to accomplish its mission and may require the intervention of the County's senior executives to resolve or may not be resolvable.

This job is not part of a series.

**PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

Physical demands and work environment may vary by department. Typically, a Deputy Director works in an office environment and may be required to lift/move up to 25 pounds (such as a box of paper).

May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel.

Some positions (such as the Deputy Director of Parks & Recreation) may require work in an outdoor environment and may be exposed to various environmental risks.

**KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Advanced proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Advanced knowledge of federal, state, and local legislation, regulations, and ordinances relevant to the department
- Advanced knowledge of the procedures, policies, practices, and fields of knowledge specific to the department
- Knowledge of governmental accounting, budgeting, financial management, and procurement
- Knowledge of County functions, organization, and the department's role and relationships with other agencies/jurisdictions
- Understanding of the County's culture, mission, and organizational dynamics
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Advanced interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of supervisory and employee management principles, as well as knowledge of labor relations and union contract negotiations.
- Knowledge of applicable employee rights, protections, and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment, and separation of employees
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action