



CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION
DEPARTMENT DIRECTOR

FLSA Status: Exempt
Bargaining Unit: Non-Bargaining
Salary Grade: UE1-UE5/PF1

CLASS SUMMARY:

The Department Director is a high-level management professional in a four level Management Series. Incumbents are responsible and accountable for directing a City Department including its personnel, budget, and resources. Responsibilities include making recommendations to the City Council and City Manager, developing and implementing policy initiatives, setting the tone, climate, vision, and strategic plan for the department, ensuring compliance with statutory responsibilities and directives, and developing multi-jurisdictional approaches as necessary or appropriate. Incumbents provide general direction of daily operations, establish and conduct liaison with community groups, boards, and commissions, and provide the highest level of analysis and recommendation. Duties include the direction and support of the City Council annual work plan and participation on the Executive Staff team for organizational planning, problem-solving, issue resolution, and organizational development.

Incumbents perform the full range of supervisory duties for professional and support staff including directing work, training and coaching, discipline, and performance evaluation of subordinates.

TYPICAL CLASS ESSENTIAL DUTIES: These duties are a representative sample; position assignments may vary.

- Directs the implementation of policy and operational goals through department divisions and programs in response to service demands and consistent with performance standards.
- Supervises management, professional and support staff including coordinating and directing work flow, making work assignments, training, making disciplinary and hiring decisions and conducting performance evaluations including responsibility for department-wide employee relations functions.
- Prepares and presents written and oral reports to the City Manager, Council, boards, commissions, other governmental agencies, and community groups including the presentation of findings related to executive and elected officials' requests for research and information.
- Convenes and participates in recurring and specialized meetings and workshops including internal staff meetings, City Council meetings, Council workshops and task forces, and community groups representing the department and providing for knowledge transfer and exchange.
- Directs the preparation and implementation of the department's annual operating budget and capital budgets consistent with program goals and objectives; responds to requests from City Manager and Budget Committee members, and other departments regarding the department budget request, and in the preparation of annual comprehensive financial statements.
- Conducts community relations activities related to policy and operations anticipating and mitigating issues and concerns.

- Establishes annual department goals including ongoing confirmation and/or recommended updating of strategic direction and monthly report of the status of progress to goals.
- Performs other duties of a similar nature or level.

Training and Experience (positions in this class require):

A Bachelor's Degree in a related field and five years of directly related departmental or administrative management experience are required; a Master's Degree is preferred and, based upon assignment, an additional three years of directly related experience may be required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):

- Oregon Driver's License – Class C
- Based upon assignment, a Bachelor of Science Degree in Civil Engineering may be required.
- Based upon assignment, a Certified Public Accountant license may be required.
- Based upon assignment, an Oregon Police Officer /Firefighter Certification may be required.
- Based upon assignment, incumbents may be required to pass, and maintain, firearm certification.
- Based upon assignment, incumbents may be required to pass an annual physical agility examination.

Knowledge (positions in this class require):

Knowledge of:

- Conflict resolution;
- Public administration principles and practices;
- Personnel administration;
- Budget management principles and practices;
- Effective and efficient public relations;
- Educational methods and instructional techniques;
- Personnel policies and procedures and labor contract provisions;
- Personal computers and related software programs;
- Applicable City policies and ordinances; and,
- Applicable Federal, State, and local laws, rules and regulations.

Skills (positions in this class require):

Skill in:

- Public speaking and presentation;
- Administering large public enterprises;
- Managing within a City governmental infrastructure;
- Application of services delivered by the applicable department;
- Using a computer and related software applications;
- Providing positive, effective leadership and supervision to staff;
- Appropriate and effective independent decision making;
- Supervision of staff;
- Maintaining confidentiality;

- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class typically require: talking, hearing, and seeing, fingering and repetitive motion.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work hours in excess of a 40-hour workweek, attend evening meetings and travel.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Classification History:

Adopted by Council July 2, 2008, Resolution No. 5379

Revised August 13, 2014