Director

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
DIRECTOR I	1620	B26	$76,530 - $129,430
DIRECTOR II	1621	B27	$84,182 - $142,374
DIRECTOR III	1622	B28	$92,600 - $156,612
DIRECTOR IV	1623	B29	$101,860 - $172,272
DIRECTOR V	1624	B30	$112,047 - $189,499
DIRECTOR VI	1625	B31	$123,252 - $208,449
DIRECTOR VII	1626	B32	$135,577 - $229,295
DIRECTOR VIII	1627	B33	$149,134 - $252,224

GENERAL DESCRIPTION

Performs managerial work providing direction and guidance in strategic operations and planning. Work involves establishing the strategic plan and setting goals and objectives; developing policies, procedures, and guidelines; establishing priorities, standards, and measurement tools for determining progress in meeting goals; coordinating and evaluating program activities or business functions; and reviewing and approving budgets within departments or divisions. Supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

DISTINGUISHING CHARACTERISTICS

The Director job classification series focuses on establishing and guiding the strategic direction, setting goals, developing policies and procedures, and ensuring the smooth operation of specific departments or functions. In contrast, the Deputy Director job classification series is a role responsible for overseeing the day-to-day operations of an agency or department, working closely with the Executive Director on strategic planning and policy administration. Employees in these roles supervise staff at the executive or management levels, with significant autonomy to make decisions and shape policy implementation.

While both roles work under minimal supervision with extensive latitude for independent judgment, the Deputy Director has a broader scope of responsibility, autonomy, and authority, often overseeing the entire organization, while the Director is more focused on specific operational and strategic areas within the organization.

EXAMPLES OF WORK PERFORMED

Directs program activities and/or business functions within a department(s) or division(s).

Develops and implements techniques for evaluating program activities and/or business functions within a department or division; and identifies need for changes.

Develops and establishes goals and objectives consistent with the agency's strategic plan.

Develops, reviews, and approves budgets and major expenditures; and ensures that requirements of funding sources are met.

Develops policies, procedures, and guidelines; and implements and monitors compliance.

Plans, develops, and approves schedules, priorities, and standards for achieving goals; and directs evaluation activities.

Represents the agency at business meetings, hearings, trials, legislative sessions, conferences, and seminars or on boards, panels, and committees.

Reviews and approves management, productivity, and financial reports and studies.

Reviews results of special investigations, internal audits, research studies, forecasts, and modeling exercises to provide direction and guidance.

Provides professional oversight and guidance to other occupations or support staff, including executive and/or management-level staff, to ensure compliance with and adherence to regulatory standards and established procedures.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Note: *Distinctions between levels may be based on factors including the size and structure of the supervised workgroup; risk, complexity, impact, and scope of the supervised work; scope of responsibility, oversight, and authority; hierarchy, reporting relationships, and placement within the organization; the size or functions of the agency; and scope of the agency's financial allocation.*

Directors that oversee multiple departments or divisions, a department or division that has complex administrative functions, or a large or highly specialized workforce or a workforce with a wide array of management level positions are often classified at the higher levels within the job classification series. Directors that oversee small departments/divisions or a small or homogenous workforce or that have fewer, less complex administrative functions are often found in lower levels within the job classification series.

Employees in levels I – III perform advanced managerial work, while employees in levels IV – VIII perform highly advanced managerial work. Differences in duties and authority between levels may also be influenced by the employing agency, specific job requirements, and whether the employee holds additional credentials, such as specialized certifications. Additionally, external labor market factors for certain occupations may also impact the appropriate level within the series.

DIRECTOR I: Employees at this level may:

- Administer and direct programs in a specific area.

DIRECTOR II: Employees at this level may:

- Develop long-range and short-term plans.

DIRECTOR III: Employees at this level may oversee departments/divisions of a medium-sized agency and may:

- Oversee the collection, organization, analysis, and preparation of reports.

DIRECTOR IV: Employees at this level may oversee departments/divisions of a medium- to large-sized agency and may:

- Develop standards for achieving goals.
- Respond to legislative inquiries and requests for information and participate in developing legislative appropriation requests.
- Participate in or oversee strategic communication efforts.

DIRECTOR V: Employees at this level may oversee departments/divisions of a medium- to large-sized agency and may:

- Participate in activities related to the legislative process including providing legislative testimony and oversee the implementation of legislative changes.

DIRECTOR VI: Employees at this level may oversee departments/divisions of a highly complex agency and may:

- Act as deputy director and/or executive director in their absence.

DIRECTOR VII: Employees at this level may oversee departments/divisions of a highly complex agency and may:

- Review the performance of key management positions.

DIRECTOR VIII: Employees at this level may oversee departments/divisions of a highly complex agency and may:

- Provide information, advice, and counsel to the executive director and other executives and management and keep the executive director informed on the status and progress of operations in major departments or divisions across the agency.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of local, state, and federal laws and regulations relevant to program activities and/or business functions; business and management principles involved in strategic planning, resource allocation, and leadership techniques; and the principles and practices of public administration and management.

- Skill in establishing plans and setting objectives and goals that support an overall business strategy; decision-making, including assessing risk and using good judgment to inform decisions and recommendations to leadership; and conflict resolution and working quickly and collaboratively to solve problems.

- Ability to direct and organize program activities and/or business functions; to establish goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to develop and evaluate agency policies and procedures; to prepare concise reports; to communicate effectively; and to supervise the work of others.

Additional for Director VII-VIII levels

- Ability to make presentations and testify at hearings.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require registration, certification, or licensure in a specialty area.