



# Director I

Salary Group: B26

Class Code: 1620

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
DIRECTOR I	1620	B26	\$69,415 - \$117,397
DIRECTOR II	1621	B27	\$76,356 - \$129,137
DIRECTOR III	1622	B28	\$83,991 - \$142,052
DIRECTOR IV	1623	B29	\$92,390 - \$156,256
DIRECTOR V	1624	B30	\$101,630 - \$171,881
DIRECTOR VI	1625	B31	\$111,793 - \$189,069
DIRECTOR VII	1626	B32	\$122,972 - \$207,977

## GENERAL DESCRIPTION

Performs advanced (senior-level) managerial work providing direction and guidance in strategic operations and planning. Work involves establishing the strategic plan and 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

Distinctions between levels in the Director job classification series may be based on many factors including the department's, division's, or business function's scope, complexity, and organizational impact. In addition, external labor market factors for certain occupations may also impact the appropriate level within the series. Directors that oversee 1) multiple departments or divisions, 2) a department or division that has complex administrative functions, or 3) 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 1) small departments or divisions, 2) have fewer, less complex administrative functions, or 3) a small or homogenous workforce, are often found in lower levels within the job classification series.

## EXAMPLES OF WORK PERFORMED

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

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.

May develop or assist with developing long-range and short-term plans.

Supervises the work of others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in the management and direction of a program relevant to the assignment. Graduation from an accredited four-year college or university with major coursework in a field relevant to the assignment is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of local, state, and federal laws and regulations relevant to program activities and/or business functions; and of the principles and practices of public administration and management.

Skill in establishing plans and setting objectives and goals that support an overall business strategy.

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 policies and procedures; to prepare reports; to communicate effectively; and to supervise the work of others.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

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