



# Deputy Director I

Salary Group: B33

Class Code: 1630

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
DEPUTY DIRECTOR I	1630	B33	\$135,269 - \$228,775
DEPUTY DIRECTOR II	1631	B34	\$148,796 - \$251,652
DEPUTY DIRECTOR III	1632	B35	\$163,676 - \$276,817
DEPUTY DIRECTOR IV	1633	B36	\$180,044 - \$304,499

## GENERAL DESCRIPTION

Performs highly advanced (senior-level) policy administration and managerial work. Work involves strategic planning, state agency administration, and working closely with the executive director on the day-to-day operations of the agency and/or departments and/or divisions. Supervises the work of others including staff at the executive level and/or management level. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

## DISTINGUISHING CHARACTERISTICS

The Deputy Director job classification series typically embody greater scope and complexity than the Director job classification series and is intended for positions that typically either work directly with the executive director overseeing the operations of the agency or are responsible for oversight of major, complex, and functionally-related areas organized into multiple departments and/or divisions. Typically, employees would direct other executive, managerial, and professional staff and act with full authority of the executive director. The appropriate level within this job classification series will depend on the scope, complexity of duties and responsibilities, and/or the size or functions of the agency. It is possible for a high-level Director (such as Director V, VI, or VII) in a large organization to have a greater level of responsibility, scope of function, and impact than a Deputy Director for a smaller organization.

## EXAMPLES OF WORK PERFORMED

Directs the day-to-day operations of the agency, which may include the agency's financial and budget activities and other operational or programmatic activities; or oversees major, complex, and functionally-related areas organized into multiple departments and/or divisions.

Directs and approves the preparation of the budget; determines long-range budgetary plans agency wide or for several departments and/or divisions.

Oversees and/or prepares agency policies, procedures, reports, and studies.

Oversees and implements appropriate resources to ensure that the operations of the agency are appropriate.

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Provides information, advice, and counsel to the executive director and other executives and management in the planning, development, and operation of agency services; and keeps the executive director informed on the status and progress of operations in major departments or divisions and/or across the agency.

Provides strategic direction and approves operational and staff resources for departments and/or divisions.

Provides information and advice to state agencies and the general public regarding agency activities and responsibilities.

Participates in the planning of strategic initiatives and development of policies; and manages and/or oversees projects and special initiatives.

Participates in activities related to the legislative process including conferring with the executive director to determine policy and legislative priorities; and oversees the implementation of legislative changes.

Represents the agency at meetings with legislators, legislative staff, and other legislative liaisons; and may provide testimony before legislative committees.

Reviews and analyzes agency operations to evaluate the performance of the agency and to identify areas of potential program modifications and improvements.

Ensures that the agency adheres to agency goals, objectives, and strategies.

May assist in identifying and managing strategic risks.

May confer with board members, organization officials, and staff members to discuss issues, coordinate activities, and resolve problems.

May act as executive director in the absence of the executive director.

Supervises the work of others, including staff at the executive level and/or management level.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in policy administration and management work. Graduation from an accredited four-year college or university with major coursework in business or public administration or a related field is generally preferred. Experience and education may be substituted for one another.

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**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of local, state, and federal laws and regulations; business and management principles involved in strategic planning, resource allocation, and leadership techniques; accounting, budgeting and financial principles; and the principles and practices of public administration and management.

Skill in establishing plans and setting objectives and goals for operations of a large and/or complex state government organization; decision-making at an executive level, 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 plan, organize, and direct program activities and/or business functions; to establish program goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to develop and implement agency policies and procedures; to prepare concise reports; to make presentations and testify at hearings; to communicate effectively; and to supervise the work of others.

**REGISTRATION, CERTIFICATION, OR LICENSURE**

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