



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 303.1

Job Title: **DIVISION MANAGER(EXE LEV)**

Pay Grade: 29

GENERAL SUMMARY:

Directs the management, coordination, implementation, administration and operation of various systems, plans and projects.

RESPONSIBILITIES:

- Manages, trains, develops, counsels and evaluates staff performance.
- Assists in the design and implementation of special systems, plans and projects.
- Establishes policies, procedures, guidelines and project schedules.
- Researches, reviews and evaluates new data, reports, products and other information.
- Acts as liaison to other departments, government agencies and the private sector.
- Reviews, evaluates, selects and implements hardware and software products.
- Assists departments and general public in obtaining and explaining technical and non-technical information.
- Develops and interprets codes, ordinances and specifications.
- Drafts and reviews proposed contracts, letters of agreement and amendments.
- Manages and negotiates procurement terms and conditions with potential vendors.
- Provides technical advice, consultation and support to departments and other agencies and groups.
- Coordinates the preparation, implementation and monitoring of the budget and expenditures.
- Develops methodologies for creating project data.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Business Administration, Accounting, Engineering or a closely related field.

EXPERIENCE:

Seven years of progressive professional experience closely related to the activities of the division are required, with at least three of the years in a supervisory capacity.

A Master's degree in Business Administration, Public Administration or a field closely related to the activities of the division may be substituted for two years of experience.

Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:

Errors in work lead to significant costs and problems, and may have minor impact on the short-term performance of the City. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions such as hirings, terminations and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher level problem resolution.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Division Manager (Executive Level)

Effective Date: October 1990

Revised Date: August 2000