



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 306.1

Job Title: **DEPUTY DIRECTOR(EXE LEV)**

Pay Grade: 34

### **GENERAL SUMMARY:**

Assists department director in establishing, interpreting and enforcing policies and procedures for City/departmental operations.

### **RESPONSIBILITIES:**

- Supervises and coordinates the administrative activities of several divisions within a City department.
- Monitors departmental operations to ensure effective coordination, information flow and policy compliance.
- Develops and recommends plans, policies, and programs designed to improve departmental and City-wide efficiency and effectiveness. Resolves inter-departmental operating problems.
- Directs and coordinates the implementation of policies and procedures in compliance with City Charter and ordinance requirements.
- May meet with employee, governmental, business, professional, civic and other groups to discuss, interpret and explain City/departmental policies, programs and objectives.
- May have City-wide responsibilities and authority over various broad areas.
- Establishes and coordinates a variety of special projects.
- Serves as an advisor to the department director.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

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

#### **EXPERIENCE:**

Ten years of professional experience in business administration, management or a closely related field are required, with at least four of those years in a managerial capacity. A Master's degree may be substituted for two years of experience.

#### **COMPLEXITY:**

Work is very nonstandardized and widely varied, involving many complex and significant variables. Analytic ability and inductive thinking are required in extensively adapting policies, procedures and methods to fit unusual or complex situations.

## **SPECIFICATIONS: (continued)**

### **IMPACT OF ACTIONS:**

Errors in work lead to major costs and problems, impacts are typically short-term but may have some affect on the long-term performance of the City. Work is typically performed under general direction with policy direction provided. The incumbent participates in setting his/her own work objectives.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a Deputy Director or the equivalent. This position is typically over the Assistant Directors and reports directly to the Department Head/Director. This level of supervision has a very significant level of input regarding personnel actions, such as hiring, terminations and pay changes.

#### **Indirect Supervision:**

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

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Deputy 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 and occasionally with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues that requires diplomacy; e.g., important contacts involving difficult matters of agreements, negotiations and controversies.

### **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:**

Deputy Director (Exe Lev)

*Effective: May 1993*

*Revised: December 1995*