



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 306.2

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

Pay Grade: 32

GENERAL SUMMARY:

Directs and manages personnel in the direction, development, implementation, administration and operations of various systems, plans and projects.

RESPONSIBILITIES:

- Manages and directs personnel, reviews operations, and establishes objectives within the assigned department.
- Reviews, analyzes and processes requests.
- Makes presentations to council, government agencies and other organizations.
- Reviews recommendations and testimonies.
- Reviews and evaluates correspondence and various proposed ordinances and plans.
- Performs general administrative functions, including job postings, authorized payments and personnel reports.
- Attends meetings to establish policies, plans and system directives.
- Researched a variety of issues that may impact the city.
- Establishes operational and reporting guidelines for systems.
- Directs the development and implementation of new or redesigned systems.

SPECIFICATIONS:

KNOWLEDGE:

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

EXPERIENCE:

Seven years of administrative experience are required, with at least three of those years in a managerial capacity. A Master's degree may be substituted for two years of experience.

COMPLEXITY:

Work is nonstandardized, complex and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work could lead to major costs and problems and could significantly affect short-term results 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 an Assistant Director or the equivalent. This position is typically over the Managers and reports to the Deputy Director and has a very significant level of input concerning personnel actions such as hirings, terminations and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as an Assistant Director or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues; diplomacy is required; e.g., problem-solving discussions regarding responsibilities, finance, or work flow or to facilitate service.

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 involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

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:

Assistant Director (Exec Level)

*Effective: October 1990
Revised: December 1995*