



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 306.3

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

Pay Grade: 30

GENERAL SUMMARY:

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

RESPONSIBILITIES:

- Manages and directs managers, reviews operations, and may establish objectives within the assigned department.
- Establishes policies, procedures, guidelines and project schedules.
- Reviews and evaluates correspondence and various proposed ordinances and plans.
- Manages, trains, develops, counsels and evaluates staff performance.
- Coordinates the preparation, implementation and monitoring of the budget and expenditures.
- Assists in the design and implementation of special systems, plans and projects.
- Acts as liaison to other departments, government agencies and the private sector.
- Researches, reviews and evaluates new data, reports, products and other information.
- Develops and interprets codes, ordinances and specifications.

SPECIFICATIONS:

KNOWLEDGE:

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

EXPERIENCE:

Seven years of progressively more complex/responsible administrative experience 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 work being performed may be substituted for two years of experience.

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.

SPECIFICATIONS: (continued)

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. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation into setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision, and evaluation of work as a Manager or equivalent over the Assistant Managers or first-line supervisors. Has a significant level of input pertaining 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:

Deputy Assistant Director (Exe Lev)

Effective Date: October 1990

Revised Date: August 2000