



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 322.2

Job Title: **ASSISTANT CHIEF POLICY OFFICER (EXE LEV)**

Pay Grade: 32

GENERAL SUMMARY:

Provides professional analytical, administrative and/or management services to an appointed or elected official in policy direction. May direct and manage in the direction, development, implementation, administration and operations of various policies, systems, plans and projects.

RESPONSIBILITIES:

- Participates in the development of local laws, management and administrative policies, procedures and master plans with both short and long term objectives.
- Analyzes and reviews local laws, management practices and procedures and develops recommendations for improvement. Interprets administrative policies and oversees communication with departmental personnel regarding these policies.
- Attends meetings to establish policies, plans and system directives. Makes presentations to council, government agencies and other organizations on new/revised policies or systems.
- Participates in evaluation and design of workflow, processes, various operations systems, etc. Establishes operational and reporting guidelines for systems.
- Investigates and makes recommendations for addressing issues of high complexity. Researches a variety of issues that may impact the city.
- Completes special projects as needed, working on a wide variety of financial, administrative, professional, management and community issues and problems of a high complexity. Develops reports, special documents or publications as needed.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Business Administration, Public Administration or a field directly related to the type of work being performed.

EXPERIENCE:

Seven years of professional administrative, financial or analytical experience related to the type of work being performed are required.

COMPLEXITY:

Work is very nonstandardized and moderately broad in scope, involving many complex and significant variables. Complex analytical ability and inductive thinking are required in adapting policies, procedures and methods to fit unusual and very 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:

May have direct report employees. May involve scheduling, supervision and evaluation of work as an Assistant Chief or the equivalent.

Indirect Supervision:

May have indirect reports. May involve supervision and evaluation of work as an Assistant Chief or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Department Heads/Directors and occasionally with the Mayor and/or City Council. 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 Chief Policy Officer
Deputy Chief Policy Officer

Effective Date: March 2007