



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 357.5

Job Title: **DEPUTY DIRECTOR – FINANCE/ADMINISTRATION
(EXE LEV)**

Pay Grade: 36

GENERAL SUMMARY:

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

RESPONSIBILITIES:

- Schedules, supervises and evaluates the daily operations of one or more divisions within the department.
- Assists the Director in establishing policy and procedures.
- Coordinates and implements resolutions for inter-division operating problems.
- Meets with operations management staff to review goals and objectives.
- Performs special duties as requested.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Business Administration, Public Administration or a field related to the activities of the division.

EXPERIENCE:

More than ten years of professional experience closely related to the activities of the division are required.

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

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.

IMPACT OF ACTIONS:

Errors in work could lead to major costs and problems, and could significantly affect short-term results of the City. Work is typically performed with policy direction provided and the individual sets virtually all the objectives.

SPECIFICATIONS: (continued)

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 Department Heads/Directors. Interaction requires negotiation and persuasion on matters of a sensitive and controversial nature. Issues involve the making of major decisions and require diplomacy and resourcefulness in communicating outcomes.

External Contacts:

Level of external contact is primarily 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-Finance/Administration(EXE LEV)

Effective: October 1990

Revised: January 2008