



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 676.9

Job Title: **DEPUTY ASSISTANT DIRECTOR OF SHELTER OPERATIONS
(EXECUTIVE LEVEL)**

Pay Grade: 30

GENERAL SUMMARY:

Leads and directs managers in the coordination, implementation, administration and operation of various systems, plans and projects. Provides leadership, oversight and long range planning to ensure that all areas of the shelter are operating at the highest standard possible. This position reports directly to the Director of BARC.

RESPONSIBILITIES:

- Leads and directs managers, reviews operations, and may establish objectives within BARC.
- Oversees the surgery suite, wellness clinic, shelter operations, euthanasia, procurement and all personnel and processes assigned to the Shelter Operations Section.
- 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.
- Oversees intake and adoption activities and ensures that the public receives accurate information and excellent customer service.
- Oversees the ordering and inventory of shelter supplies and equipment.
- Regularly researches new products, equipment and pricing.
- Responsible for the upkeep and maintenance of assigned buildings, equipment and resources.
- Meets with the Executive Director to develop long-range programs and regularly review policies and procedures.
- Acts as Executive Director as assigned.
- Works with the Executive Director to prepare the annual budget and closely monitors income and expense throughout the year.

SPECIFICATIONS:

KNOWLEDGE:

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

EXPERIENCE:

Eight years of progressive work experience in a related field, with at least four years in a supervisory capacity.

A Master's degree in Business Administration, Public Administration or a related field 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 (cont'd):

IMPACT OF ACTIONS:

Errors in work lead to significant costs and problems, and may have moderate impact on the short-term performance of the City. Work is typically performed under limited supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have sweeping authority when 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 struggling with their options.

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 listed in the above job description.

JOB FAMILY:

Deputy Assistant Director of Shelter Operations (Executive Level)

Effective: December 2015