CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 303.7

Job Title: **SENIOR DIVISION MANAGER**

Pay Grade: 30

GENERAL SUMMARY:

Oversees the management, supervision, coordination, implementation, administration, performance and operation of various systems, programs, plans and projects for a substantive division in a City department

RESPONSIBILITIES:

- Manages the design and implementation of systems, plans and projects significant to the operations of the department
- Establishes policies, programs, procedures, guidelines and project schedules to meet the division's objectives and strategies.
- Researches, reviews and evaluates new data, reports, products and other information to improve effectiveness and efficiency of division programs, operations and/or production.
- Manages, trains, develops, counsels and evaluates staff performance.
- Acts as an expert liaison to other departments, government agencies and private sector on division matters and/or operations.
- Assists departments and general public in obtaining and explaining technical and non-technical information.
- Develops and interprets codes, ordinances, policies and specifications.
- Drafts and reviews proposed contracts, correspondence, letters of agreements and amendments.
- Manages and negotiates procurement terms and conditions with potential vendors.
- Oversees the preparation, implementation and monitoring of the division's budget and expenditures.
- Develops methodologies for creating project and program data.

SPECIFICATIONS:

KNOWLEDGE:
Requires a Bachelor's degree in Business Administration, Accounting, Engineering or a field related to activities of the division.

License: In Solid Waste Management, prefer a Class A Solid Waste Technician Letter of Competency issued by the Texas Natural Resource Conservation Commission (TNRCC) for positions assigned to actual and direct solid waste management operations.

SPECIFICATIONS: (continued)

EXPERIENCE:
Eight years of progressive professional experience related to the activities of the division are required, with at least three of the years in a supervisory or managerial capacity. 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 non-supervisory experience. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

COMPLEXITY:
Work is significantly 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.

IMPACT OF ACTIONS:
Errors in work lead to significant costs and problems and may have impact on the performance of the department or even the City as a whole. The incumbent generally receives general direction, working from broad goals and policies. The individual may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over subordinate Managers, Supervisors, Professionals and/or other staff in a significant, separately defined and budgeted function performed by multiple levels of staff.
This position has significant levels of input as it pertains to personnel actions, such as hiring, 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 Senior Staff, Supervisors, Managers, Assistant Directors and other Executives. Interaction involves explanation and persuasion leading to resolution of complex issues; e.g., project coordination and higher level problem resolution.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or 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. Performs related work as required.

JOB FAMILY:

Division Manager
Senior Division Manager

Effective Date: May 2022