



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 322.1

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

Pay Grade: 36

GENERAL SUMMARY:

Assists department directors and appointed/elected officials in directing, establishing, interpreting and enforcing significant City/departmental policies and procedures for various operations.

RESPONSIBILITIES:

- Develops, advocates and recommends local laws, plans, policies, and programs designed to improve departmental and/or City-wide efficiency and effectiveness.
- Monitors various City and/or departmental operations to ensure effective coordination, information flow and policy compliance.
- Meets with employee, governmental, business, professional, civic and other groups to discuss, interpret and explain City/departmental policies, programs and objectives.
- Serves as a chief advisor to department directors and appointed/elected officials.
- May have City-wide responsibilities and authority over various broad areas.
- May supervise and coordinate administrative activities.
- Establishes and coordinates a variety of special projects to improve the efficiency and effectiveness of City/departmental operations, processes and procedures.

SPECIFICATIONS:

KNOWLEDGE:

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

EXPERIENCE:

Ten years of professional experience in business administration, management or a closely related field are required, with at least four of those years in a managerial capacity. A Master's degree may be substituted for two years of experience.

COMPLEXITY:

Work is broad in scope, covering one or more functional area(s). Policy, procedure, or precedent may actually be created and recommended by this position. A high degree of analytic ability and inductive thinking is required to devise new approaches to deal with highly complex, novel or previously unsolved problems.

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 involve scheduling, supervision and evaluation of work as a Deputy Chief or the equivalent. This level of supervision has a very significant level of input regarding personnel actions, such as hiring, terminations and pay changes.

Indirect Supervision:

May involves supervision and evaluation of work as a Deputy Chief or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the Mayor and/or City Council. 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 and occasionally 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:

Assistant Chief Policy Officer
Deputy Chief Policy Officer

Effective: March 2007