

CLASS SPECIFICATION FOR
Division Manager

GENERAL STATEMENT OF DUTIES: Administers the activities of a division within a small to medium-sized department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This class engages in programmatic and administrative work relating to the responsibility for the supervision and management of a division's function. More specific, functional titles may be used for these positions during daily operations. The incumbent is given wide latitude in the performance of duties. Informed, sound judgment is necessary, as is considerable discretion, for errors in judgment could have legal and/or financial implications to the County. Work is performed under the general supervision of an Assistant Director, Deputy Director or Agency Head.

EXAMPLES OF WORK (illustrative only):

- Oversees or assists in the planning, implementation, monitoring, interpretation and evaluation of a centralized County-wide program;
- Responsible for the daily operation of the division, to include its staffing, budgeting, reporting and work scheduling activities;
- Establishes, implements and interprets policies, procedures, and programs;
- Monitors and evaluates the effectiveness of procedures, policies and programs and recommends and implements changes as needed;
- Interviews, selects, trains and evaluates staff for division or functional area;
- Provides information for or gives presentations to other agencies, other jurisdictions or companies, community groups or individuals as requested;
- Drafts and/or revises policies and procedures, test instruments, rules and regulations, informational brochures and other media;
- Attends meetings and hearings as a technical and/or management advisor or participant;
- Develops program-specific reporting systems and procedures;
- Prepares and presents reports to the Agency Head, County Manager and/or Board of Supervisors;
- Interview, trains, develops, supervises and evaluates assigned personnel;
- May act as Director, or Assistant/Deputy Director of Department in that person's absence;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of the principles, theories, practices and procedures of assigned program area; considerable knowledge of the underlying laws and policies governing assigned program area; considerable knowledge of the principles and practices of administrative management; good writing skills; good public speaking and oral presentation skills; ability to work independently; ability to supervise effectively; ability to establish and maintain productive and harmonious working relationships with the public, employees, County agencies and elected officials; good research and analytical skills; some knowledge of basic statistical principles; ability to compile data and to make accurate and complete reports; solid knowledge of and familiarity with personal computers and/or automated systems.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in a field related to the assigned program area and four (4) years of program experience, one (1) of which must have been in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.