

**CLASS SPECIFICATION FOR
Division Director**

GENERAL STATEMENT OF DUTIES: Administers the activities of a division within a large and complex 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. A high level of judgment is necessary, 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, development, implementation, monitoring, and evaluation of a major County-wide program;
- Responsible for the daily operation of the division, to include its organization, compliance, staffing, budgeting, reporting, work scheduling and presentation activities;
- Establishes, implements and/or interprets policies and procedures;
- Develops program-specific reporting systems and procedures;
- Maintains significant fiduciary and/or legal responsibilities;
- Receives difficult citizen and taxpayer complaints, gathers all pertinent facts, makes analyses and submits recommendations to the Assistant or Deputy Director;
- Conducts research studies and perform critical analyses;
- Prepares and presents reports to the Agency Head, County Manager and/or Board of Supervisors;
- Trains, develops, supervises and evaluates assigned personnel;
- Assists in planning, organizing, coordinating and directing the activities of the Department;
- 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: Extensive knowledge of the principles, theories, practices and procedures of assigned program area; extensive knowledge of the underlying laws and policies governing one or more major program areas; extensive knowledge of the principles and practices of administrative management; effective oral and written communication skills; ability to plan, organize and direct the work of subordinate professional, supervisory, technical and/or support employees; ability to establish and maintain productive and harmonious working relationships with the public, employees, County agencies and elected officials; ability to prepare technical and informative reports, ability to present complex information to varied audiences; ability to exercise sound judgment and discretion.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in a field related to the assigned program area and six (6) years of program experience, two (2) of which must have been in a supervisory capacity (master's degree in a related field preferred); OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.