



CLASS SPECIFICATION FOR:

**Assistant Division Manager**

**General Statement of Duties:**

Assists in the administration of division activities within a small to medium sized department; does related work as required.

**Distinguishing Features of Class:**

An employee in this job classification engages in programmatic and administrative work relating to the responsibility for the supervision and management of a division's functions. Responsibilities include managerial oversight of one or more functional areas of the assigned division; assisting with long term planning and budgeting for the assigned divisions; resolving issues related to the assigned division's operations, stakeholders, customers and the public; supervising assigned staff; and assists with or handles special projects as assigned. Supports supervisor and assists with providing training, coaching, feedback and handling disciplinary and performance issues. Considerable latitude is given in the performance of assigned duties. A high level of judgment is necessary, for errors in judgment could have major implications to the County. Work is performed under the general supervision of a Division Manager.

**Examples of Assigned Duties** (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Assists in the planning, development, implementation, monitoring, and evaluation of a centralized Countywide function;
- Assists in planning, organizing, coordinating and directing the staff and activities of the division;
- Assists with the coordination of personnel matters for the division, to include interviewing, training, evaluating and disciplining staff;
- Interviews, selects, trains and evaluates staff for division or functional area;
- Assists with preparing the budget and managing the division within the approved budget;
- Monitors and evaluates the effectiveness of procedures, policies and programs and recommends and implements changes as needed;
- Provides information for or gives presentations to other agencies, other jurisdictions or companies, community groups or individuals as requested;
- Prepares and presents reports to the Division Manager and Agency Head, County Manager and/or Board of Supervisors;
- Attends meetings and hearings as a technical and/or management advisor or participant;
- Attends events and activities as needed or assigned;
- May act as Division Manager in that person's absence;
- May respond to emergencies at night and on weekends and holidays;
- Performs other duties as assigned.

**Required Knowledge, Skills and Abilities:**

Sound working knowledge of the structure and operation of government, community agencies and private business; comprehensive knowledge of the division's functions and operations; ability to solve problems in response to a variety of operation and management issues; ability to work independently; ability to accurately and consistently interpret and apply regulations and policies; ability to lead, manage and partner effectively; excellent negotiation skills; critical thinking and problem solving skills with the ability to cost effectively and appropriately solve problems; strong oral and written communication skills; ability to express ideas clearly and concisely, orally and in writing; ability to research, collect and maintain data, consider and weigh a variety of factors in making decisions or recommendations; ability to synthesize multiple types of complex data and produce easily understood reports and other materials; ability to establish and maintain a good working relationship with customers, County officials, public and private groups; strong supervisory skills including good training skills and the ability to effectively manage workloads, events and/or projects and to foster and maintain high morale and engagement; ability to plan and handles special projects , including preparing and maintaining related documentation; ability to systematically compile data and provide detailed program and financial reports; strong computer skills with ability to use computer and typical business software, proprietary software, applications and databases; physical condition that permits the activities necessary and inherent to the operations, service and program activities of the assigned division; personal accountability including teamwork and establishing and maintaining positive relationships with stakeholders, customers and colleagues; ability to work



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independently and effectively as part of a team; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County at all times. Requires ability to work a flexible schedule as needed.

**Minimum Education and Experience:**

Education: Four (4) year degree in relevant field;

Experience: Four (4) years of relevant professional work experience, including at least one (1) year of supervisory experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Additional Requirements:**

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Requires a valid driver's license.
- May require a CDL license.
- May require other certifications incidental to the management and operations of the assigned division.