



CLASS SPECIFICATION FOR:

Division Supervisor

General Statement of Duties:

Manages an assigned division, typically within a department; supervises supervisory and non-supervisory staff assigned to the division; manages day-to-day operational and/or program services and activities, including related reporting; manages special projects as assigned; does related work as required.

Distinguishing Features of Class:

An incumbent in this classification would typically be assigned to manage a specific division and have primary responsibility for operational, administrative and programmatic oversight of day-to-day and mandated operational and/or program related services and activities. Primary duties may include: serving as the County's primary point of contact for the assigned division and/or program(s); accurately preparing and maintaining detailed records; managing inventories; processing orders; procurements; disbursements; related budgets; preparing and/or auditing work orders; handling or assisting with audits; reconciliations; reporting; issue resolution; inspection, monitoring and compliance efforts, findings and remedies; ensuring assigned program duties are completed in a timely manner consistent with regulatory requirements and budgetary constraints. Work is performed independently under limited supervision with wide latitude for managing priorities and making decisions. Researches and resolves, or recommends resolution, of a wide variety of questions and issues independently, and collaborating effectively with supervisor and other appropriate Department or County staff as appropriate. Division Supervisor may be deemed essential personnel and responsibilities may require working outside of regular County business hours, including nights, weekends and holidays.

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

- Performs a variety of day-to-day activities which may include site management and inspections, monitoring sites, managing one or more related inventories, obtaining estimates consistent with County procurement policies, preparing purchase orders and related accounts payable documentation, monitoring costs and expenditures, assisting with and adhering to approved budgets, preparing work orders, ensuring the site and site equipment is properly serviced and maintained, preparing inventory and budget reconciliations, resolving identified or reported problems, documenting and reporting inspection and compliance findings and remedies, collaborating and coordinating work activities with other County staff and departments;
- Responsible for the effective supervision of assigned supervisory and non-supervisory staff which may include full-time, part-time and temporary/seasonal staff, interns, volunteers and contractors/vendors, and includes schedules, time cards and leave, performance evaluations, prioritizing and assigning work, facilitating timely and accurate communications and trainings, and other related activities not limited to selection, training, coaching, disciplinary actions and development;
- Serves as a primary contact and works collaboratively with staff, internal and external stakeholders to resolve questions, concerns and other operational, program and/or service related issues;
- Researches and resolves, or approves resolution, of a wide variety of complaints, problems, concerns and questions from citizens and other internal and external stakeholders;
- Appropriately involves and collaborates with the appropriate department staff, supervisor or other County staff for assistance with the resolution of unusual or complex issues;
- Ensures all assigned duties and program/service activities are performed and completed in compliance with all applicable regulatory requirements, which may include County, state and federal, requirements and deadlines;
- Accurately creates and maintains detailed records, inventories, logs, reports and other required documentation;
- Accurately creates and maintains required data and documentation, prepares and submits required reports;
- Works collaboratively with internal and external stakeholders to achieve the assigned Division's operational mandates;
- Follows all required policies, procedures, local, state and federal codes, regulations and requirements and creates and maintains all necessary records and reports, may develop or assist with the development of policies and procedures;
- Utilizes all required personal protection equipment (PPE) and other required safety equipment and measures at all times;
- Develops and maintains a thorough up-to-date working knowledge and understanding of the assigned department and division's operations, programs and related services, and all relevant federal, state and County policies, procedures, practices, and regulatory requirements;
- Maintains all required licenses and certifications specific to the assigned position;
- Actively participates in all scheduled meetings and trainings;
- May be required to work a flexible schedule;
- Performs other duties as assigned.



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Division Supervisor

Required Knowledge, Skills and Abilities:

Thorough knowledge and understanding of assigned Department and Division's operations, programs, services, policies, procedures and related regulations; ability to read, and consistently comprehend, interpret, apply and communicate policies, procedures and related regulatory requirements accurately; excellent organization skills with the demonstrated ability to plan and execute work effectively and to successfully complete assigned tasks accurately and in a timely manner within established deadlines, specifications, regulations and budgets; ability to multi-task; personal accountability and professional integrity; sound judgement, critical thinking and problem solving skills with the ability to appropriately resolve a wide variety of questions and issues within established policies, guidelines, regulatory and other program-specific requirements and procedures; ability to research issues and identify viable cost-effective solutions; ability to accurately synthesize data, consider and weigh a variety of relevant factors and make accurate determinations, decisions and recommendations; thorough working knowledge of relevant safety rules/regulations and accident-prevention practices; visual and hearing acuity sufficient to enable effective interactions, inspections, monitoring, sampling and data collection, and to work safely at various locations Countywide under various site conditions; physical condition that permits safely navigating through a wide variety of residential, business, commercial and industrial sites to perform assigned duties; physical condition that permits safely traversing over varying types of terrain and worksite conditions, including in adverse weather and traffic conditions; sound working knowledge of the hazards associated with assigned division, operations, programs and services and required safety precautions to ensure the safety of self and others while working; ability to safely use all required personal protection equipment; sound political astuteness; good supervisory skills including strong training skills and the ability to effectively manage workloads, direct the activities of assigned staff efficiently, and to foster and maintain high morale and engagement; ability to assign, oversee, and audit/inspect the work of assigned staff; good written and verbal communication skills with the ability to interact professionally with diverse audiences of internal and external stakeholders and maintain effective working relationships; excellent interpersonal skills with demonstrated ability to communicate complex and/or technical information and ideas to non-technical audiences in easily understandable language/terms, both orally and in writing; may require the ability to read blueprints, plans and other technical specifications accurately and provide viable feedback; ability to work independently and as part of a team; ability to collaborate effectively to establish and maintain good working relationships with all levels of department staff, all levels of County staff and Officials, and other relevant internal and external stakeholders; sound computer skills with the ability to use computer and typical business software, proprietary software and applications to complete assigned tasks; may require sound inventory management skills; sound math skills necessary to perform accurate calculations, track and maintain related inventories and to adhere to approved budgets and procurement policies and procedures; and excellent customer service skills with the demonstrated ability to interact patiently, respectfully, and with tact and courtesy with all internal and external stakeholders in order to appropriately address requests, needs and issues. May require the ability to work a flexible schedule as needed.

Minimum Education and Experience:

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

Experience: Four (4) years of relevant work experience, relevant work experience must include at least one year of supervisory experience;

OR: Any equivalent combination of education, 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.

- Valid driver's license to perform assigned duties at various locations Countywide.
- May require other licenses and certifications specific to assigned Department, Division, operations, programs and services.