

*CLASS SPECIFICATION FOR*  
**Assistant Division Director**

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**GENERAL STATEMENT OF DUTIES:** Assists in the administration of division activities within a large and complex department; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This class engages in programmatic and administrative work related to assisting with 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 considerable 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 a Division Director.

**EXAMPLES OF WORK** (illustrative only):

- Assists in the planning, development, implementation, monitoring, and evaluation of a major County-wide program;
- Oversees the daily operation of the division, to include its organization, compliance, staffing, budgeting, reporting, work scheduling and presentation activities;
- Assists in the coordination of personnel matters for the division, to include interviewing, training, evaluating and disciplining staff;
- Establishes, implements and/or interprets policies and procedures;
- Coordinates with federal and state regulators to ensure compliance with applicable regulations;
- Researches and prepares reports concerning the division's activities;
- Develops program-specific reporting systems and procedures;
- Receives difficult citizen and taxpayer complaints, gathers all pertinent facts, makes analyses and submits recommendations to the Division Director;
- Prepares and presents reports to the Division Director, Agency Head, County Manager and/or Board of Supervisors;
- Assists in planning, organizing, coordinating and directing the activities of the Department;
- May act as Division Director or Assistant/Deputy Director of Department in that person's absence;
- May respond to emergencies at night and on weekends and holidays;
- 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 one or more major program areas; considerable knowledge of the principles and practices of administrative management; effective oral and written communication skills; ability to plan projects and to prepare related documentation; ability to perform difficult computations and to make comprehensive recommendations to specific problems; ability to prepare technical and informative reports; ability to prepare and present complex information to varied audiences; 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 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 three (3) 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.

**ADDITIONAL REQUIREMENTS:** Some positions may require a pre-employment physical examination and/or related medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the positions. Some positions may require possession of discipline-specific certification(s), or attainment of such certification(s) within one (1) year from date of employment. The successful candidate may also be required to have no felony convictions, including any convictions related to weapons or violence issues, in accordance with State Code.