

Deputy Director

Classification: Exempt
Grade: 19

General Statement of Duties: The Deputy Director is a highly visible management position that assists the Executive Director with development and execution of operational policies for the agency.

Supervision Received: Works under the general direction of the Executive Director with wide latitude for the exercise of independent judgment and innovation.

Supervision Exercised: In the absence of the Executive Director to review and oversee the operations of all agency activities and to provide direction and advice on problems that may arise.

Illustrative Examples of Work Performed

To assume responsibility for the overall administration of the agency in the absence of the Executive Director, and to provide overall assistance and support to the Executive Director with the planning, coordination and implementation of all departmental activities.

To review and oversee the operations of all agency activities and provide direction and advice as problems arise.

To prepare reports on all areas of agency operations and make recommendations that will be useful in analyzing, evaluating, and implementing agency policy.

To attend conferences and meetings to relieve the Executive Director of schedule restraints and make reports thereon.

To establish and maintain effective working relations with all intra-agency administrators and ensure their understanding and implementation of departmental policies and procedures.

To establish and maintain effective working relations with directors and administrators of other public entities and ensure their understanding and implementation of departmental policies and procedures.

To compile, review and complete timely and accurate monthly reports for the Executive Director to deliver to the Board of Commissioners. To do related work as requested and required.

To provide general direction to the Labor and Employee Relations, Human Resources, Public Affairs, Government Affairs, Information Technology and Legal Section functions.

To prepare the Administration Division's budget and effectively manage same on an annual basis.

To prepare annual performance evaluations for non-union personnel directly supervised.

To provide daily direction and supervision to administrative staff within the Division and Agency as requested.

Supervisory Responsibilities: Responsible for the daily operation of the following functions: Labor and Employee Relations, Human Resources, Government Affairs, Public Affairs, Information Technology and Legal as well as administrative staff within the Administration Division. In the absence of the Executive Director to review and oversee the operations of all agency activities.

Required Qualifications for Appointment

Knowledge, Skills, and Activities: A thorough knowledge of the principles and practices of public administration and the ability to apply such knowledge in relieving a department head of administrative details in connection with planning, coordinating, directing, and controlling a regional wastewater agency's functions and programs; the ability to make complex fact finding studies and prepare analyses and reports thereon involving functions, operations, programs and policies; matters requiring decisions and/or course of action in carrying out the department's functions and programs; the ability to assist and advise in broad areas of agency policy development, implementation and coordination; the ability to prepare agendas for various meeting and/or conferences when directed; the ability to review correspondence and to supervise the operational aspects of the office involving both routine and high level administrative matters; and related capacities and abilities.

Education and Experience

Education: Such as may have been gained through: Graduation from a college of recognized standing with a Master or Doctoral degree in a related field.

Experience: Such as may have been gained through considerable employment in the field of Wastewater Management or considerable employment in an executive capacity which had an impact on overall corporate or business activities.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.