

City of San José

ASSISTANT DIRECTOR (U) (8048)CLASS PURPOSE

Under general direction, performs work of unusual difficulty participating in planning and directing the activities of a City operating department. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Provides support in the planning, organization, and overall direction of the work of a City department.
- Reviews and approves or disapproves plans and specifications in the absence of the director.
- Plans and directs research projects and prepares recommendations for the director.
- Confers with the director for overall instructions and policy guidance.
- Participates in negotiations and directs the preparation of agreements and specifications for various types of contracts.
- Acts for the director in public relations and liaison matters; meets the public, receives complaints; prepares and gives talks; attends conferences and meetings.
- Appears before the City Council with or for the director on matters pertaining to a City department.
- Interviews and screens prospective departmental employees; makes recommendations to the department head in the employment, discipline, and discharge of employees.
- Provides support in the preparation, justification, and administration of the departmental, operational, and capital budgets.
- Provides support to the department head in the acquisition, compilation, and presentation of statistical and other data required to obtain Federal and State funds for various projects.
- Implements new concepts and innovations, uses technological development and applications to improve operations and controls.
- Directs or conducts special studies and reports, providing recommendations and substantive information for policy and decision making.
- Prepares special research and studies for management decisions.
- Participates in long and short-range planning of Department facilities and policies.
- Acts in the absence of the director and provides leadership and guidance to the division chiefs.

Typical End Results Include: Departmental operating and capital budget proposals; plans for major changes in departmental operations and implementation of these; recommendations for improvements in departmental operations.

DISTINGUISHING CHARACTERISTICS

This is a position in the unclassified classification which manages the major divisions of a City department. The incumbent reports directly to a Department Director of an operating City department and acts for the Director in his/her absence.

QUALIFICATIONS

Minimum Knowledge, Skills and Abilities

- Knowledge of the principles and practices of public and business administration.
- Knowledge of the principles and practices of supervision and training.
- Knowledge of budget preparation and administration.
- Ability to plan, develop, and implement various administrative programs.
- Ability to develop, coordinate, and direct subordinate professional staff in an effective manner.
- Ability to prepare clear, concise reports and to present them effectively both orally and in writing.
- Ability to plan and supervise the work of others.

Competency Knowledge, Skills and Abilities

- Knowledge of the principles and practices of the City's budgeting and accounting system.
- Knowledge of the organization and function of municipal governments.
- Knowledge of the City's Affirmative Action Program and Civil Service System.
- Knowledge of the City's Personnel Administrative Manual.
- Ability to present effectively the plans, policies, and objectives of the department to public groups and civic organizations.

Training and Experience

Any combination of training and experience equivalent to completion of a Baccalaureate Degree from an accredited college or university in business administration, public administration, or related field, and seven (7) years of increasingly responsible experience in business management and/or administration, operations, or maintenance. Experience at a level equivalent to Deputy Director is desirable.

Licenses/Certificates

Possession of a valid license authorizing operation of a motor vehicle in California may be required. Certain positions may require possession of a specialized certificate, license, and/or registration related to a specific area of responsibility.