



## Salt Lake County Job Description

### Associate Department Director

**DEPARTMENT:** Mayor's Office

**DIVISION:** Mayor's Operations/1021

**JOB CODE:** 018 **GRADE:** 001

**FLSA STATUS:** Exempt

**SALARY PLAN:** GEN

**EFFECTIVE DATE:** 04/01/2011

**SAFETY SENSITIVE:** No

#### **JOB SUMMARY**

Performs/participates high level policy development and implementation. Works in a close confidential relationship with the Elected Official. Plans, organizes and directs the program activities of the Department; assists in policy and procedure development and implementation; provides financial and administrative oversight; supervises personnel; develops new programs; participates in planning activities and budget preparation.

#### **RECOMMENDED QUALIFICATIONS**

Bachelor's degree from an accredited college or university in Business, Public Administration, Public Policy, Political Science, Health, Social Services or other closely related field, plus six (6) years of related experience in a position of progressively more responsible experience including supervision, management, leadership, budget or project management; OR an equivalent combination of related education and experience. Education may not be substituted for the two (2) years of required supervisory experience.

Additional minimum qualifications may be dependent upon licensure or certification related to specific job duties and responsibilities.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Assists in planning, directing, coordinating, and evaluating operations.
- Supervises staff, which includes hiring, promoting orienting, training, reviewing work performance, annual work performance appraisals, and discipline. Advises department management on personnel issues.
- Assists in management of department financial, fiscal, and administrative functions.
- Assists in establishing goals and objectives for the department and reviews success.
- Manages department-wide needs assessments, data and analysis.
- Advises and guides division directors and fiscal managers within the department on a variety of budget issues.
- Serves as acting department director in the absence of the director.

## **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

### **Knowledge of:**

- Budget planning and management
- Personnel management
- Communications and marketing
- Program planning and development
- Strategic planning
- Data analysis

### **Skills and Abilities to:**

- Communicate effectively both verbally and in writing
- Establish and maintain effective working relationships with officials of agencies, community leaders, elected officials and the general public
- Demonstrate leadership, authority, tact and integrity
- Delegate effectively
- Facilitate and negotiate
- Assess and adapt to complex situations
- Work under pressure and handle high stress situations and impending deadlines.

## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

### **IMPORTANT INFORMATION REGARDING THIS POSITION**

This is an appointed at-will position without tenure and is exempt from the career service system.

Revised Date/Consultant's Initials: 01/16/2017/MB