



Salt Lake County Job Description

Associate Department Director

DEPARTMENT: Mayor's Office

DIVISION: Mayor's Operations/1021

JOB CODE: 018 **GRADE(S):** 19

FLSA STATUS: Exempt

SAFETY SENSITIVE: No

EFFECTIVE DATE: 04/01/2011

JOB SUMMARY

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.

MINIMUM 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.

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: 12/19/2016/MB