

Classification Specifications

Director

<p>Classification Series/Occupational Group: Management & Executive Classification Title: Director DBM Range: D61-D63, D71, D73 # of Subgrades: 3 FLSA: Exempt</p>	<p>Class Specifications: Incumbents in the Management series are responsible for the overall management and direction of a variety of administrative departments, programs and service offerings that allow the County to function fiscally, administratively, technologically and/or physically. While the level of authority of individual incumbents varies significantly across classification levels, all positions are responsible for the management and supervision of lower level staff.</p> <p>This class is the third of four levels in the Management series. Incumbents are responsible for directing the activities of a specialized administrative department, program or function that enables the County to function fiscally, operationally, technologically or administratively. Incumbents develop strategies to accomplish goals, implement operational policies and procedures, and develop and monitor a budget.</p> <p>Incumbents apply function-specific management principles by employing strategic and long-term thinking generally acquired through significant professional and managerial experience. Decisions made at this level require the interpretation of broad organizational goals and directives established at higher levels, and generally require the development of plans concerning the allocation of resources.</p> <p>Incumbents in this class are responsible for the outcome and performance of more broadly defined objectives and programs, and may have considerable responsibility for the effective management of people (staff) and resources (budget), which includes leading the work of lower level professional, supervisory and specialized staff. Positions in this classification may act with delegated authority in the absence of the department administrator.</p>
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Characteristics	Work Diversity	Complexity	Knowledge	Responsibility	Classification Level Distinctions
D61	Homogenous: Major job responsibilities are considered relatively homogenous requiring the application of similar knowledge, skills and abilities to the management of a professional function.	Standard: Most difficult job responsibilities typically performed for 30% or less of the employee's time. Additional time may be dedicated to duties that are of a lower complexity.	Possesses and applies general professional knowledge and experience to the management of a defined function or major program. Has developing leadership skills.	Manages a division or professional function. Develops and implements policies and practices. Oversees the work of professional and technical staff.	
D62/D71	Mixed: Major job responsibilities exhibit a moderate degree of diversity often requiring the application of divergent areas of knowledge, skills and abilities to the management of a professional field.	Moderate: Most difficult job responsibilities generally account for 30%-60% of the employee's total work time.	Possesses and applies broad professional knowledge and experience to the management of one or more major functions or programs. Has accomplished leadership skills.	Manages the operations of a significant division or professional function. Develops and implements policies and procedures to ensure alignment with broader goals. Manages professional and supervisory staff.	
D63/D73	Heterogeneous: Major job responsibilities require the application of varying and diverse knowledge, skills and abilities to the management of a complex professional function.	Significant: 60% or more of the employee's time is dedicated to responsibilities that are commonly considered to be the most difficult part of the job.	Possesses and applies complex and diverse professional knowledge and experience to the management of one or more major functions or programs. Has well-developed leadership skills.	Manages and provides expert direction to a significant division or professional function. Develops and implements policies and procedures to ensure alignment with broader goals. Manages professional and supervisory staff.	