

Classification Title: Deputy Director Community Services

FLSA Status: Exempt

BRIEF DESCRIPTION: Provides leadership and direction on a wide range of complex projects and departmental issues. Assists the Community Services Director by taking responsibility for selected management functions and providing leadership to the five Community Service agencies: GIS, Parks, Recreation and Open Space, Libraries, Cooperative Extension Services, and Inspections, Development, Plans and Permits.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Assists Community Services Director by taking responsibility for selected management functions, including assisting division heads with management and analysis, monitoring field operations, managing relations with community stakeholders and facilitating and negotiating interlocal and joint use agreements between the Department and/or County and other agencies and municipalities.
2	S	Manages the creation, implementation, and updating of facility master plans. Manages the development of division business and strategic plans with emphasis on long-term planning, budgetary needs and performance measurement.
3	L	Serves as Community Services primary contact and facilitator with County Departments in the implementation of the Capital Improvement Programs that come out of the master plans. Facilitates and coordinates the annual Park Facility Assessment process. Represents Community Services on design consultant selection committees as relates to Community Services CIP projects.
4	S	Works with division heads and program managers on PDMS business plans and ensures alignment with departmental goals. Assists Community Service Director with evaluating performance of division heads and program manager.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's Degree in Public Administration, Business Administration or related field.
Experience	Five years experience in public administration, business administration or related field.

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Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Broad Direction.
Budget Responsibility	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for County-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copier, fax, PDA, calculator

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

PROTECTIVE EQUIPMENT REQUIRED:

None