

Title: Director

Job Code: 1461

Pay Range: 545

FLSA Status: Exempt – Executive/Supervisory

Employee Group: Non-Represented

Established: 10/08

Revised: 4/14

EEO Category: Officials and Administrators

CLASSIFICATION DESCRIPTION

Jobs assigned to this classification plan, organize and direct the activities of a Metro department. A Director is an executive level position reporting directly to the Metro Chief Operating Officer, or the Deputy Chief Operating Officer, and serves as a member of the executive management team. Oversight areas include long-range and short-term planning, policy and program analysis, development and implementation, and financial and human resources management.

DISTINGUISHING FEATURES

This is a single classification, and is not part of a classification series.

DUTIES AND RESPONSIBILITIES

1. Directs and leads overall activities of a Metro department, under general policy direction; determines and sets priorities; evaluates and integrates programs, and establishes policies, procedures, systems and standards to ensure efficient and effective operations of the department and/or agency goals.
2. Develops and implements the department budget; oversees controls to ensure expenditures are within limits authorized through the budget.
3. Plans, organizes, directs and evaluates the performance of managers, supervisors or leads reporting to the director and their assigned staff. May provide full supervision over management, professional, administrative, and technical positions with primary responsibility for hiring, promoting, transferring, assigning, evaluating performance, initiating salary action, handling grievances, disciplining, and discharging employees.
4. Provides the leadership and management oversight to address and accomplish established long-term goals, objectives and strategies related to programs and projects of the department and/or the agency; directs short and long-range plans to ensure effective and efficient operations; assesses needs and prioritizes resources toward achieving department role and responsibilities.
5. Develops and maintains partnerships with public and private sector interests including local jurisdictions, state agencies, non-profit organizations, and major corporations.
6. Establishes and maintains effective communications with and between the Chief Operating Officer, Deputy Chief Operating Officer and Council regarding department direction, performance, and progress of programs and projects.

7. Oversees and manages all accounts, contracts and financial issues related to the department and its various divisions.
8. Directs the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of services; may respond directly to the most sensitive or complex inquiries or complaints.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
 - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
 - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
 - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
 - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
 - Demonstrate sustainable practices in applicable field and generally for resource use and protection
 - Work assigned schedule (if applicable); exhibit regular and predictable attendance
 - Practice safe work habits
 - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
4. Perform other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

- Bachelor's degree in the area of assignment or a directly related field and
- Eight to ten years of progressively responsible management experience with responsibility for strategic planning, budgeting, and personnel management operational planning or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

Knowledge, Skills and Abilities:

- Executive level knowledge of the principles and practices, and the legal requirements, regulations, and laws applicable to area of assigned responsibility
- Fiscal management, including budget preparation and expenditure control
- Management theory and the principles and practices of supervision
- Major business and specialized computer software programs

- Strong leadership skills with the ability to build consensus among diverse groups
- Plan, organize and oversee assigned programs and projects
- Analyze and evaluate operations and develop and implement corrective action
- Communicate and negotiate successfully with elected officials, attorneys, the media, the public, and various interest groups regarding sensitive and/or complex issues
- Continuous to frequent use of discretion, decision making, negotiation and mentoring
- Interpersonal skills, customer service, and teamwork
- Training and supervision
- Presentations and teaching skills
- Problem analysis and creativity
- Reading, writing, understanding and speaking English is required
- Selling and basic math skills
- Perform all position essential duties and responsibilities
- Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate

Additional Requirements:

- Successfully pass the background check and screening requirements required for the position

SUPERVISION RECEIVED

SUPERVISION EXERCISED

RELATIONSHIPS/CONTACTS

Inside the organization, provides direction, initiates training, resolves problems, exchanges information, advises, and provides recommendations. Outside the organization, promotes agency, performs public speaking, conducts interviews, troubleshoots and resolves problems.

TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING

WORK ENVIRONMENT

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Employees in this classification may encounter the hazardous chemicals, equipment and situations normally found in such an environment. Travel, extensive overtime and evening meetings may be required.

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.