General Statement of Duties

Performs “core” mid-level operational management by directing functional and/or operational areas for a division to include implementing annual and multi-year work plans and implementation strategies; ensuring resources are available to achieve work plans; resolving complex business issues; and establishing management practices and processes that ensure the accomplishment of performance standards. Typically has Managers reporting to them.

Distinguishing Characteristics

There are four general management classes (Manager, Director, Executive, and Deputy Manager) and specific individual management classes. The Director is a “core” mid-level management class. A Director manages a division or small agency and is generally responsible for implementing organizational goals within the division, and for supervising managers, supervisors, and individual contributors. A Director is operationally, functionally, and/or strategically focused with primary emphasis on operations.

The Director is distinguished from the Executive who directs multiple divisions and is generally responsible for supervising directors, managers, supervisors, and individual contributors. The Executive class may be used as deputy managers of agencies for small to medium sized charter departments.

The Director is also distinguished from the Manager, a first level management class. A Manager oversees work groups/areas within a division or agency and is generally responsible for supervising first or second line supervisors and/or individual contributors. A Manager position is operationally and functionally focused.

Guidelines, Difficulty and Decision-Making Level

Guidelines are in the form of stated mission, vision, and objectives for the organization.

Work assignment is unstructured. Employee is responsible for developing, directing, and managing outcomes and multi-year strategies to achieve the objectives of the division/agency.

Duties performed involve weighing and evaluating multiple, complex factors requiring a high degree of judgment, analytical ability, and problem solving.

Employee is responsible for managing multiple operations or functions, generally with city-wide responsibilities, that require developing and implementing strategies, business plans, and policies; determining required resources; defining and evaluating agency/division performance standards; and resolving complex business problems.

Level of Supervision Received & Quality Review

Responsible and accountable for driving a business strategy and achieving results for a division/agency with multiple functions or units.

Work is reviewed for soundness of judgment and conclusions, fiscal accountability, and the attainment of goals and objectives of the organization.
## Interpersonal Communication & Purpose

Communication at this level is internally and externally focused. Involves establishing and maintaining effective, collaborative working relationships with employees, peers, and other stakeholders including appointed and elected officials. Provides information and negotiates solutions to business issues that have major consequences or long term significance.

## Level of Supervision Exercised

Directs a division of a department or oversees a small office or independent agency by supervising managers, supervisors, and may supervise individual contributors.

## Essential Duties

Performs “core” operational level management by directing functional and/or operational areas for a division. Represents the division’s positions, initiatives and interests with a focus on the delivery of superior customer service; ensures staff is sufficiently knowledgeable and dynamic regarding customer service protocols and performance expectations.

Works with the management team and staff to recommend strategic initiatives, goals, and objectives for the division and once approved, to implement them. Directs the performance of the division by implementing the strategic plan, and the associated division level key performance indicators (KPIs). Develops and implements strategies for optimizing performance of the division with the goal of meeting or exceeding the established KPI performance benchmarks.

Establishes and implements division’s standards, procedures, systems and guidelines. Provides expertise and consultative guidance to internal and external stakeholders as assigned which may include elected and appointed officials, citizens, and members of the business community.

Implements policies, programs, operating procedures and practices for the division and effectively manages operating costs. Ensures all budgets remain at or below established targets.

Coaches, mentors, and challenges staff. Champions continuous improvement, including devising new strategies and new opportunities. Leads staff development initiatives that include training, development, and succession planning.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Fosters an atmosphere of innovation in order to challenge the organization to think creatively, especially as it relates to positive citizen and customer experience opportunities.

Performs other related duties as assigned.

Any one position may not include all the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies

**Thinking Strategically** - Thinks strategically and promotes best practices and leading-edge ideas.

**Deciding and Initiating Action** - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.
Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Persuading and Political Influence - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

### Knowledge & Skills

None

### Education Requirement

Bachelor’s Degree in Business Administration or a related field based on a specific position(s).

### Experience Requirement

Three (3) years of experience at the type and level of functional or operational management (comparable to at least “Manager” in the City’s internal management classification series).

### Education & Experience Equivalency

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

### Licensure & Certification

By position, requires a valid Driver’s License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

### Working Environment

For DPL Positions Specifically:

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system. Handles absentee replacement on short notice. Handles emergency or crisis situations. Occasional pressure due to multiple calls and inquiries. Subject to pressure for multiple calls, inquiries, and interruptions.

### Level of Physical Demand

For DPL Positions Specifically:

1-Sedentary (0-10 lbs.) - 2-Light (10-20 lbs.)

### Physical Demands

For DPL Positions Specifically:
(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

- **Sitting:** Remaining in a stationary position.
- **Reaching:** Extending the hands, arms, or other device in any direction.
- **Handling:** Seizing, holding, grasping, through use of hands, fingers, or other means.
- **Fingering:** Picking and pinching, through use of fingers or otherwise.
- **Talking:** Communicating ideas or exchanging information.
- **Hearing:** Perceiving and comprehending the nature and direction of sounds.
- **Repetitive Motions:** Making frequent or continuous movements.
- **Eye/Hand/Foot Coordination:** Performing work through using two or more body parts or other devices.
- **Vision Near Acuity:** Ability to perceive or detect objects at 20 inches or less.
- **Vision Far Acuity:** Ability to perceive or detect objects clearly at 20 feet or more.
- **Depth Perception:** Ability to judge distances and space relationships.
- **Lifting:** By Position, may move objects up to 10 pounds, or 10-20 pounds from one level to another.

### Background Check Requirement
- Criminal Check
- Employment Verification
- Education Check

### Assessment Requirement
- None

### Probation Period
- None

### Class Detail
- **Pay Grade:** A-816
- **FLSA Code:** Y
- **Management Level:** 4
- **Established Date:** 9/21/2018
- **Established By:** Lori Schumann
- **Revised Date:** 1/17/2020
- **Revised By:** Ryland Feno
- **Class History:**
  - Updated classification to Library specifics.