



City of San Jose
Deputy Director (Unclassified)

CLASS CODE	1640	SALARY	\$156,051.48 - \$251,919.98 Annually
ESTABLISHED DATE	April 05, 1993	REVISION DATE	March 01, 1997

CLASS SUMMARY

Under administrative direction, performs work of considerable difficulty planning, organizing, and directing major functional areas of a City operating department. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This position reports directly to a Department Director of an operating City department. An incumbent is deputized to act on behalf of the Department Director and is responsible for executing the daily operations of a line department.

MINIMUM QUALIFICATIONS

Training and Experience

Any combination equivalent to successful completion of advanced course work from an accredited college or university in business, public administration, or related field; and six (6) years of increasingly responsible experience in senior level administrative and/or analytic work in a public or private agency. Experience managing a work unit equivalent to a major division within a City operating department is desirable.

Licenses/Certificates

Possession of a valid license authorizing operation of a motor vehicle in may be required. Certain positions may require possession of a specialized certificate, license, and/or registration related to a specific area of responsibility.

OTHER QUALIFICATIONS

Minimum Knowledge, Skills and Abilities

- Knowledge of the principles and practices of public and business administration.
- Knowledge of budget preparation and administration.
- Knowledge of group dynamics and communication skills.
- Knowledge of principles of capital project planning and management.
- Knowledge of human resource administration and management, employee and organizational development.
- Ability to prepare clear and concise reports and to present them effectively both orally and in writing.
- Ability to stimulate and motivate individuals and groups to achieve designated goals.

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Competency Knowledge, Skills and Abilities

- Knowledge of the principles and practices of the City's budgeting and accounting system.
- Knowledge of the City's Civil Service System.
- Knowledge of the City's Personnel Administrative Manual.
- Ability to direct, oversee, control, and manage the work of others, with special emphasis in executive management control.
- Ability to organize, manage and evaluate a large and diverse City department according to the City's values, vision, and overall mission.

TYPICAL CLASS ESSENTIAL DUTIES

(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Participates in and advises a Department Director in the planning and formulation of departmental policy.
- Provides direct supervision over major divisions within an operating department.
- Directs and performs special projects and strategic planning programs that impact departmental operations.
- Represents the Department Director in a variety of interdepartmental, intergovernmental, and community matters and assumes responsibility for the department's operations in the absence of the Director.
- Plans, directs, counsels, provides guidelines, and reviews accomplishments of major departmental work units or divisions as steps towards achievement of departmental goals and objectives.
- Exercises overall daily control of administrative services and line functions of a City department within assigned area.
- Directs and participates in the preparation, implementation, and control of a department's operating and/or capital budget.
- Provides staff support to the Mayor and City Council members on an assigned or as needed basis.
- Coordinates activities between major departmental divisions and/or sections to ensure efficiency and effectiveness of departmental operations.
- Directs and controls personnel related matters that impact the department's ability to hire, discipline, evaluate, and terminate departmental employees within assigned area.
- Specific requirements for individual positions may be added for recruitment purposes.

ADDITIONAL INFORMATION

Typical End Results Include:

Ensures that all departmental policies, procedures, and programs are carried out efficiently and effectively; ensures that all departmental operating functions are carried out efficiently and effectively; innovative operating programs which maximize departmental services and/or line functions; an effectively supervised, highly motivated, and well trained departmental staff; effective solutions to highly complex departmental operational problems.