



Deputy Director II (Advisory)

Class Code: 200B

SALARY RANGE

\$39.53 - \$53.79 Hourly
\$3,162.30 - \$4,303.45 Biweekly
\$6,878.00 - \$9,360.00 Monthly
\$82,536.03 - \$112,320.05 Annually

Description of Work

GENERAL DUTY STATEMENT:

THIS IS AN UNCLASSIFIED POSITION. THIS CLASS SPECIFICATION IS FOR ADVISORY PURPOSES ONLY AND IS NOT COVERED UNDER ANY PROVISIONS OF THE CIVIL SERVICE RULES.

Performs expert-level managerial work providing long-range planning and direction, assisting the department Director (Financial Services, Parks and Recreation, and Safety and Inspections) in executing the vision, mission, and goals of the department. Assumes the Director's responsibilities for the day-to-day management of the department in the Director's absence.

Manages, directs, and operates large sections or divisions of the department. Assists the Director in planning, direction setting, implementing a strategic direction for the department, and negotiating contracts and agreements. Represents the department in dealing with both public and private organizations, the community, media and inter-departmental requests. Performs related duties and responsibilities as required.

SUPERVISION RECEIVED:

Works under the general direction of a department director.

SUPERVISION EXERCISED:

Exercises general and/or technical supervision through lower-level supervisors, professional, technical, and administrative support employees.

COMPETENCIES (NOT LISTED IN ORDER OF IMPORTANCE):

1. Demonstrates an expert understanding of the full range of modern principles and best management practices specific to department and organizational systems. Demonstrates an ability to apply that understanding in strategy development, long range planning, decision making, complex problem solving, and diverse service delivery.
2. Demonstrates a complete understanding of applicable provisions of federal, state, and local laws and ordinances and an ability to apply that understanding in solving the most complex problems affecting departmental operations. Demonstrates an understanding of applicable provisions of the Civil Service Rules, the Saint Paul City Charter, Administrative Code, and the Legislative Code. Demonstrates an ability to understand bargaining unit contracts and administer the provisions of such contracts. Serves as a member of the City's bargaining team, working with Labor Relations to develop contract proposals and provide strategic advice.
3. Demonstrates an expert ability to develop and maintain key business management systems to ensure appropriate information sharing and data is utilized to realize business strategies and goals. Demonstrates an ability to apply education and experience in solving the complex problems affecting the assigned Department.

4. Demonstrates an ability to evaluate departmental technological needs and select appropriate technological tools, applications, and advances in work methods to meet those needs. Demonstrates an ability to apply such tools to resolve the full range of challenges or needs associated with the work of the department.
5. Demonstrates an ability to use a full range of current and modern job-related equipment, computer hardware, and software applications. Demonstrates an ability to apply this understanding in accomplishing work-related tasks and work-related research.
6. Demonstrates an ability to identify the full range of potential departmental risks and to minimize liabilities. Demonstrates an ability to identify the most complex risks and liability implications involved in policy development, long-term planning, and strategy administration. Demonstrates an ability to apply expertise in determining methods and resources needed to successfully address risks, liabilities, and legal implications. Demonstrates an ability to successfully reduce the City's risk exposure and to enforce loss prevention methods.
7. Demonstrates a commitment to the vision, mission, and values of the department and the City by enthusiastically supporting the department and City goals. Demonstrates an ability to create a commitment to a human-enriching vision that allows others to perform, develop, and be effective.
8. Demonstrates an ability to establish a strategic focus and applicable strategies connecting the department's strategic and tactical plan to the City's Strategic Plan. Demonstrates an ability to achieve results and add value to the organization by implementing appropriate strategies and assuming responsibility for results.
9. Demonstrates an ability to expertly initiate, plan, manage, and direct multiple projects, programs, and agreements that have the highest level of Citywide and/or community impact and may have changing priorities. Demonstrates an ability to develop protocols, standards, and define and appropriately evaluate results. Demonstrates an ability to assist elected officials, department directors, staff, and customers in problem solving and analysis.
10. Demonstrates an ability to negotiate and establish parameter and deadlines. Demonstrates an ability to prioritize issues, identifying which issues require immediate attention, and taking effective and appropriate action based on that determination.
11. Demonstrates an expert ability to analyze applicable information, assess department capabilities and capacity, and evaluate against program criteria or standards. Demonstrates analytical skills required to conduct research, compile and evaluate data, prepare reports, and solve problems related to the data. Demonstrates an ability to manage successful implementation strategies and work collaboratively with others.
12. Demonstrates an ability to develop and implement a departmental budget and ensure that funds are appropriately managed. Demonstrates an ability to evaluate financial processes, identify opportunities, and stay within or under budget. Demonstrates an ability to make decisions based on budget limitations, contending interest groups, interagency concerns, legal issues, and the political climate.
13. Demonstrates an ability to effectively communicate whether listening, speaking, or writing, with individuals and groups from varied social and economic backgrounds, including elected officials, department directors, representatives of other jurisdictions and private organizations, subordinate employees, the media, and the general public. Demonstrates an expert ability to resolve differences among competing points of view and develop commitment to mutually acceptable goals.
14. Demonstrates an expert ability to establish and maintain effective relationships with federal, state, regional and local governmental officials, city agencies, news media, and other public and private agencies. Demonstrates effective public speaking, presentation, and facilitation skills and an ability to diffuse hostile situations and manage conflict appropriately.

15. Demonstrates an ability to produce timely, accurate, and easily understood reports and correspondence to ensure proper communication with the intended audience.
16. Demonstrates effective leadership of the department by providing effective work direction to subordinate supervisors and employees, by promoting the vision and mission of the department and the City and by reinforcing desired employee work behaviors. Demonstrates an ability to facilitate the group problem-solving process, recognize positive results, manage conflict, and negotiate satisfactory outcomes.
17. Demonstrates leadership qualities of adaptability, dependability, and accountability to include encouraging staff flexibility, creativity, and innovation in service delivery. Demonstrates an ability to transfer one's knowledge to others and positively influence others.
18. Demonstrates an ability to provide for and encourage the creation of a positive work environment that enables others to act within City values. Demonstrates an ability to direct team leadership strategies in order to build and support effective teams.
19. Demonstrates an ability to set expectations, manage employee development, provide training, coach, and mentor employees. Demonstrates an ability to conduct consistent, fair, and equitable performance evaluations.
20. Demonstrates an ability to develop policies, procedures, agreements, and operating standards governing the activities of department employees and demonstrates an ability to ensure that employees follow such policies, procedures, and standards.
21. Demonstrates a commitment to increase cultural diversity within the department, actively support the City's diversity initiatives, and work to address the needs of diverse and underserved communities.
22. Demonstrates an ability to build trust and a trusting environment. Demonstrates an ability to lead by example, displaying honest, truthful, and ethical behavior in all interactions, ensuring that actions and words are consistent, and following through on commitments.
23. Demonstrates an ability to direct others in conducting customer service needs analysis and establish department-wide customer service standards that promote excellence in services and products. Demonstrates a respect for and commitment to identify and meet diverse customer needs and to continuously improve customer service.
24. Demonstrates an ability to work across department lines and form partnerships that foster better citizen services, eliminate barriers to achieving results, build alliances with key decision makers, and take full advantage of available resources.

REQUIREMENTS:

A bachelor's degree and six years of experience or a master's degree and four years of experience. Experience must be in a directly related managerial or administrative field. Three years of the required experience must include supervising employees, conducting assessments of complex organizational issues, planning organizational strategies, and leading complex projects.