Deputy Director I (advisory spec only)

Class Code: 436B

CITY OF SAINT PAUL
Revision Date: Nov 1, 2010

SALARY RANGE

$38.32 - $52.12 Hourly
$3,077.49 - $4,185.93 Biweekly
$6,667.90 - $9,069.52 Monthly
$80,014.74 - $108,834.18 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.
The Deputy Director I performs highly-responsible managerial work related to the vision, mission, and goals of the department (Human Rights & Equal Economic Opportunity and Libraries). The Deputy Director I provides oversight to assigned sections, develops and implements strategic plans, defines and implements performance measures, evaluates performance in relation to goals, manages capital projects, participates in negotiations, and oversees the management of department operations. This position represents the department in dealing with public and private organizations, the community, media and inter-departmental requests. Performs related duties and responsibilities as required.

SUPERVISION RECEIVED:

Works under the general and/or administrative supervision and direction of a department director.

SUPERVISION EXERCISED:

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

COMPETENCIES (NOT LISTED IN ORDER OF IMPORTANCE):

1. Demonstrates an expert understanding of best practices, theories, principles, terminology, techniques, and procedures related to the delegated management functions. Demonstrates an ability to apply this understanding to strategic and long range planning, implementation of decisions, complex problem solving, and diverse service delivery.
2. Demonstrates a complete understanding of applicable provisions of federal, state, and local laws and ordinances. Demonstrates an understanding of applicable provisions of the Civil Service Rules, Saint Paul City Charter, Administrative Code, and Legislative Code. Demonstrates an ability to apply this understanding to provide consistently excellent service delivery and resolve complex issues and problems associated with the work. 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 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 operational and technological needs and evaluate advances in information services as it relates to the assigned 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.
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 a commitment to a human-enriching vision that allows others to perform, develop, and be effective, influencing the creation of a positive work environment. Demonstrates the ability to facilitate the group problem-solving process, recognize positive results, manage conflict, and negotiate satisfactory outcomes. Acts on behalf of the department and represents the Director in the event of her or his absence.
8. Demonstrates an ability to identify 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.
9. Demonstrates an advanced ability to develop, plan, and implement department wide programs, agreements, projects, policies, and procedures. Demonstrates an advanced ability to plan and manage multiple and simultaneous projects that have organizational and community impact, and which may have changing priorities, within negotiated deadlines. Demonstrates an ability to negotiate and establish parameters and deadlines, establish identify goals, and define, measure, and evaluate project and program results. Demonstrates an ability to establish priorities for one's own work and direct the work of assigned areas assigned functions.
10. Demonstrates an advanced 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.
11. Demonstrates an ability to identify current technology and work method training needs of department staff and the ability to create related staff development plans.
12. Demonstrates an ability to lead the development, preparation, and implementation of budgets and oversee the management of associated funds. Demonstrates an ability to use the department’s strategic direction to inform the development of the budget. Demonstrates an ability to identify opportunities and direct the preparation of grant proposals.
13. 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 an understanding and respect for the diversity of customers and coworkers, effectively communicating with small or large audiences.
14. Demonstrates an advanced ability to effectively listen, speak, write, and interact in a tactful and persuasive manner. Demonstrates an expert ability to resolve differences among competing points of view and develop commitment to mutually acceptable goals.

15. Demonstrates an expert ability to represent the department at designated venues and to develop appropriate presentations and responses. Demonstrates an ability to produce written and visual materials that are easily understood by the intended audience/reader.
16. Demonstrates an expert ability to coach employees, manage their development, appropriately evaluate their performance and recognize superior performance.
17. 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.
18. 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.
19. Demonstrates an expert understanding of the mission and vision of the organization and the associated customer service standards. Demonstrates the ability to direct service planning activities to continuously improve service to diverse customers.
20. 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 five years of experience or a master's degree and three years of experience. Experience must be in a directly related managerial or administrative field. Two years of the required experience must include supervising employees, conducting assessments of complex organizational issues, planning organizational strategies, and leading complex projects.