

City of Portland

**CLASS SPECIFICATION**

**DEPUTY DIRECTOR I**

**[CLASS CODE]**

**[ESTABLISHED DATE]**

**CLASSIFICATION SUMMARY**

Reports to a Director I. Under general policy direction, responsible for assisting the Director in establishing the strategic direction, mission, and operations of the Bureau/Office. Acts as the Director in their absence. Classification is exempt from Civil Service.

Responsibilities include: assisting the Director with planning, directing, revising, and coordinating organizational structure and programs; deciding and communicating overall goals and standards; budgeting and exercising fiscal control; and directing personnel and operations. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion, and are evaluated in terms of overall program and cost effectiveness.

**DISTINGUISHING CHARACTERISTICS**

Deputy Director I is an executive-level classification in the Deputy Director series. Each Bureau/Office may have only one Deputy Director.

Deputy Director I is distinguished from Deputy Director II in that the former reports to a Director I and the latter reports to a Director II.

Deputy Director I is distinguished from Director I in that the former provides operational support to the Director I and the latter is responsible for the full Bureau/Office.

Deputy Director I is distinguished from other senior manager classifications by the broad strategic and operational support to a Director, by its role in policy development and implementation, and by regularly acting as the Director in their absence.

**ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Work closely with the Director in setting and carrying out the City's vision, mission, and objectives for the Bureau/Office; develop strategies, policies, and initiatives to implement the strategic plan; provide financial management; administer policies, procedures, programs, goals, and objectives.
2. Represent the City and Bureau/Office to the public, elected officials, other agencies, other bureaus, other jurisdictions, committees, community groups, and organizations; make presentations; chair and participate in meetings and committees; conduct community outreach; provide staff assistance to City Council; maintain constructive media relations; develop and maintain external relationships; respond to sensitive citizen and media questions, feedback, and requests for information.
3. Assist with preparing strategic plans and annual work plans; develop and execute special projects impacting Bureau/Office operations and activities; develop, implement, improve, monitor, and evaluate programs, projects, workflow, methods, and work products in accordance with City and

- Bureau/Office plans, budgets, and policies; perform complex, specialized financial, revenue, budgetary, and/or management studies and analyses.
4. Plan, organize, manage, direct, and evaluate the work of assigned organizational units of Bureau/Office.
  5. Develop, implement, manage, and evaluate customer service programs, policies, guidelines, procedures, and practices.
  6. Lead and participate in the development and administration of the Bureau/Office budget; forecast resources needed for staffing, equipment, materials, and supplies; authorize expenditures; monitor budget-to-actual revenues and expenditures; implement mid-year or other adjustments.
  7. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and Bureau/Office's mission, objectives, and service expectations; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society; ensure that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented.
  8. Develop and establish performance requirements and personal development targets for assigned staff, including coaching, training, and performance management; regularly monitor performance and provide coaching for performance improvement and development.
  9. Review and analyze pertinent statutes, regulations, ordinances, and policies in terms of impact on Bureau/Office programs; ensure compliance.
  10. Manage and perform activities related to the unique mission, goals, and responsibilities of the Bureau/Office.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general policy direction established by a Director I.

May directly supervise subordinates. May indirectly supervise staff assigned to subordinate managers and supervisors.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Advanced knowledge of principles and practices of strategic leadership in public administration, budget preparation and administration, and fields related to the mission and purpose of the Bureau/Office.
2. Advanced knowledge of principles of management, supervision, training, and performance evaluation.
3. Knowledge of relevant federal, state, and local laws, statutes, regulations, and ordinances, and the ability to correctly analyze, interpret, explain, and apply them.
4. Ability to manage functions and operations including personnel management and budget administration, and apply program practices to diverse and complex City services.
5. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
6. Ability to apply analytic and problem-solving skills to independently develop sound decisions, conclusions, and recommendations.
7. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience; gain cooperation through discussion and collaboration.
8. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
9. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
10. Ability to navigate sensitive political environments.

**MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Bachelor’s degree from an accredited college or university with major course work in business administration, public administration, or a related field, and, when applicable, course work in the function related to the Bureau/Office (e.g. engineering, finance, accounting, human resources);

AND

**Experience:** Six (6) years of increasingly responsible experience managing programs, activities, and personnel within areas and functions related to the Bureau/Office, including three (3) years of leadership experience in a complex and diverse organization.

**Special Requirements and/or Qualifications:**

Specific licensure or certification in the appropriate field may be required for certain positions.

A valid state driver’s license may be required for certain positions.

**Preferred Qualifications:**

Management experience working for a public agency.

Advanced degree or professional certification in a field related to Bureau/Office may be preferred for certain positions.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: