

General Guidelines for Director Positions

Performs highly advanced (senior-level) managerial work providing direction and guidance in strategic level operations and planning. Work involves establishing goals and objectives; developing policies; reviewing guidelines, procedures, rules, and regulations; establishing priorities, standards, and measurement methodology for determining progress in meeting goals; coordinating and evaluating program activities; and reviewing, approving, and managing budgets. Develops the departmental strategic plan. Plans, assigns, and supervises the work of others. Works under administrative direction with extensive latitude for the use of initiative and independent judgment. Has broad discretion and management responsibility. If reporting to an administrative officer has the authority to hire and fire. Authorized to increase or decrease employee pay within divisional guidelines and conditions. Generally autonomous. Supervises at least one assistant or associate director and additional subordinate staff. Has budget responsibility for a recognized departmental entity and functions as account manager. Duties performed must be FLSA exempt.

General Guidelines for Associate Director Positions

Performs complex (advanced) managerial work providing direction and guidance over a departmental function or program. May manage multiple programs. Reports to a Director. May assist in establishing and enforcing goals and objectives; developing policies, procedures and guidelines. Assists in strategic planning. May assist the director in identifying critical issues or needs for resolution. Coordinates and evaluates program activities. May assist in the review and approval of departmental budgets or have authority over a budgeted function or program in the department. Plans, assigns and supervises the work of others. Works under general direction with latitude for the use of initiative and independent judgment within assigned area. May recommend hiring or firing of staff. May recommend increase or decrease in employee pay within divisional guidelines and conditions. Moderately autonomous within area of expertise or assigned function. Must supervise subordinate staff and may supervise more than one assistant director. Reports to a director or administrative officer. Duties performed must be FLSA exempt.

General Guidelines for Assistant Director Positions

Performs moderately complex to complex (routine to advanced) managerial work assisting in the provision of direction and guidance over assigned area. May manage or assist in managing multiple programs. May report to a director or associate director. Assists in establishing and enforcing goals and objectives; developing policies, procedures and guidelines. Provides information and assistance to management regarding critical issues. May assist in strategic planning. May assist in managing departmental budget. Coordinates and evaluates program activities. Works under general direction with latitude for the use of initiative and independent judgment within assigned area. May recommend hiring or firing of staff. May recommend increase or decrease in employee pay within divisional guidelines and conditions. Moderately autonomous within area of expertise or assigned function. Must supervise subordinate staff and may report to director, associate director, or administrative officer. Duties performed must be FLSA exempt.