

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 with in 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.

General Guidelines for Supervisors:

- Must be assigned at least *four* regular full-time equivalent (FTE) to supervise. Supervision of temporary workers or student workers does not meet this criterion.
- Assign or delegate work
- Monitor work
- Give instructions
- Evaluate the work (at least informally)

General Guidelines for Crew-Supervisors:

- Must be assigned at least *three* regular full-time equivalent (FTE) to supervise. Supervision of temporary workers or student workers does not meet this criterion.
- Plan, schedule, assign or delegate work
- Monitor work
- Give instructions
- Complete formal performance appraisals
- Make hiring recommendations or decisions
- Recommend or take disciplinary actions
- Recommend promotions
- Must spend less than 25% of their time performing the same duties as their subordinate staff.
- Must be in the Skilled Craft or Service (F/G) EEO category.

General Guidelines for Heads:

- Must be assigned at least *one* regular full-time equivalent (FTE) to supervise. Supervision of temporary workers or student workers does not meet this criterion.
- Assign or delegate work
- Monitor work
- Give instructions
- Evaluate the work (at least informally)