

**TOWN OF GILBERT
CLASS SPECIFICATION**

Director

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Management	E81 – E84	Exempt

CLASS SUMMARY:

This class is the second level in the Management series. Incumbents exercise strategic and visionary thinking having long-term organization-wide application and impact, develop and implement programs critical to the organization, and exercise control and supervision of multiple assigned functions and/or divisions and significant resources. Responsibility crosses multiple functional units within the organization comprising a designated department. Positions will usually have responsibility for program outcomes across a designated department as assigned. Incumbents may supervise staff including conducting performance evaluations, coordinating training; and implementing hiring, discipline and termination procedures. Positions in this series are at-will.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

PERCENT OF TIME

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 20%
Directs the activities of the department to include overseeing the development and administration of policies, procedures, programs, goals and objectives. Ensures department compliance with applicable laws, codes, regulations and standards.	Daily 30%
Oversees and evaluates departmental operation effectiveness, recommends and implements process improvements and optimization of resources.	Daily 20%
Represents the organization and the department with various agencies and organizations. Serves on regional/state boards, committees, and associations.	Weekly 10%
Develops short and long term goals, objectives, and strategic plans. Provides departmental direction in the implementation of plans and objectives.	Weekly 10%

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Develops, administers and oversees departmental budget. Reviews financial statements, monitors and approves expenditures and ensures compliance.	Monthly 5%
Performs other duties of a similar nature and level as assigned.	As Required

TRAINING AND EXPERIENCE:

Master’s Degree and 7 years of experience related to area of assignment including 3 years of leadership experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

Depending on area of assignment, requires:

- Valid Arizona Driver’s License
- Certified Public Accountant

KNOWLEDGE OF:

- Advanced managerial principles, practices and techniques;
- Public administration principles and practices;
- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Financial management principles;
- Policy and procedure development practices;
- Applicable theories and principles related to area of assignment;
- Strategy development principles and procedures;
- Modern office equipment.

SKILL IN:

- Managing, monitoring and evaluating staff;
- Interpreting and applying applicable laws, codes, regulations and standards;
- Providing leadership;
- Developing and implementing strategic plans;
- Developing and managing budgets;
- Managing financial operations;
- Developing, executing and implementing policies and procedures;
- Making sound decisions independently;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: standing, walking, fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subjected to operating a motor vehicle and travel.

WORKING TITLES WITHIN CLASS SPECIFICATION:

Budget & Management Director – E81
Chief Digital Officer – E81
Development Services Director – E83
Economic Development Director – E82
Finance & Management Services Director – E82
Fire Chief – E84
Governmental Relations Director – E81
Human Resources Director – E82
Information Technology Director – E82
Parks & Recreation Director – E82
Police Chief – E84
Public Works Director – E83
Town Attorney – E83
Town Clerk – E81

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

*Draft prepared by Fox Lawson & Associates LLC (BS)
Date: (11/12)*

*Draft finalized by Gilbert Human Resources (TT)
Date: (05/13)*