



## DEPUTY DIRECTOR II

### Characteristics of Work

This is administrative work in which the incumbent serves as assistant to the executive director of a large agency, department or institution. Work involves formulating, directing, and controlling the internal operations of an organization through bureau or division directors or other subordinate personnel. Incumbent initiates significant program development within very broad general functions as coordinator of agency activities as delegated by the executive director. Frequent contacts outside the immediate agency require persuasion and diplomacy in discussing controversial subject matter. In the absence of the executive director, the incumbent assumes full responsibility. Work is reviewed infrequently for desired results by the executive director.

### Examples of Work

**Examples of work performed in this classification include, but are not limited to, the following:**

Plans, directs, and coordinates the activities of an agency, department, or institution through bureau or division directors or other subordinate personnel.

Formulates policy, rules, and regulations as necessary.

Serves as liaison representative to other local, state, and federal governmental agencies.

Ensures coordination of activities of the agency with other state agencies.

Provides administrative leadership for all phases of program within the agency.

Directs fiscal accounting and budgeting activities.

Approves budget requests and expenditures of the agency, department, or institution.

Maintains effective public relations with federal, state, and local agencies and the public, including interpretation and advocacy of agency policy.

Plans, directs, coordinates, and approves all personnel activities within the assigned location or division.

Performs related or similar duties as required or assigned.

### Essential Functions

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Plans and directs divisional activities, including all fiscal accounting and budgeting activities.
2. Performs all functions, such as formulating policy, personnel activities, and providing administrative leadership, and exercises full authority necessary in assisting in the operation of a large agency, department or institution.

3. Serves as an agency representative and maintains positive relations with other local, state, and federal agencies and the public.

### **Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Light Work:** May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Accommodation:** Ability to adjust focus.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

### **Experience/Educational Requirements:**

**Education:**

A Master's Degree from an accredited four-year college or university;

**AND**

**Experience:**

Seven (7) years in the special experience defined below, five (5) years of which must have included line or functional administrative or advanced technical supervision;

**OR**

**Education:**

A Bachelor's Degree from an accredited four-year college or university;

**AND**

**Experience:**

Eight (8) years in the special experience defined below, five (5) years of which must have included line or functional administrative or advanced technical supervision.

**Special Experience**

Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the agency in which the position exists. In those agencies where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the agency, the incumbent must also be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.