

Spec. Code: 1035
Occ. Area: 03
Work Area: 000
Prom. Line: none
Prob. Period: 6 mo.
Effective Date: 01/15/10
Last Action: Revised

DEPUTY DIRECTOR

Function of Job

Under management direction, functions as the Deputy Director of a campus or university organizational unit; participates in the development and implementation of the goals and objectives of the unit; formulates policies and goals for, and directs the effective and efficient operation of a major section/division within the unit; acts for the Director in his/her absence.

Characteristic Duties and Responsibilities

1. plans, develops, directs, coordinates, and evaluates operating and program activities, directs the development, revision, and implementation of the unit's policies, rules, and operational procedures
2. interprets unit programs and objectives to campus or university administrators, other governmental bodies and the general public
3. participates in the development of policies and procedures required for the improvement or modification of existing unit programs and the implementation of new programs
4. as assigned, directs the operation of a major section or division within the unit, including development of policies and goals, recruitment, selection and supervision of staff, and responsibilities for results achieved
5. as assigned, directs budget preparation and expenditures of unit appropriations recommends future funding requirements as a result of new or modified program requirements; independently evaluates the financial position of the unit
6. acts in an advisory capacity to the Director and other officials concerning proposed and newly enacted legislation, policies, or procedures affecting the unit's operation
7. establish cooperative relationships with, and act as a liaison to campus or university units, committees, and employee groups to determine and prioritize needs and services
8. acts for the Director in his/her absence
9. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. **Eleven (11) years** of progressively responsible management work experience in a private or governmental organization:

- (a) Eight (8) years in the area of designated specialization required by the position

AND

- (b) Three (3) years supervising the work of a professional staff or process within the designated specialization.
 - a. Bachelor's degree may be substituted for the above three (3) years non-specialized experience requirement
 - b. Master's degree may be substituted for one (1) year specialized work experience.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. thorough knowledge of modern management principles
2. thorough knowledge of staff utilization and motivation
3. ability to plan and manage the work of subordinate supervisors and staff
4. ability to formulate, recommend, and implement unit administrative policies and procedures
5. ability to develop, establish, and maintain effective working relationships with public, private, and governmental offices and agencies
6. ability to develop operational and program objectives within the framework of the unit's mandated function