

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Director I

BAND: E	GRADE: 8	SUBGRADE: 1	CLASS CODE: J23-9281
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	JOB FAMILY: Management	OVERTIME STATUS: Exempt
JOB SUMMARY: Incumbents are responsible for directing and managing a department in which related services are provided through multiple programs.			
DISTINGUISHING CHARACTERISTICS: The Director classification is a stand alone classification distinguished by responsibility for making programmatic plans to accomplish department goals; allocating resources among department programs; formulating, developing, adjusting and implementing department programs, policies, procedures and strategies under general objectives/guidance from the governing body; by complete accountability for compliance with applicable laws, rules and regulations; and by establishing precedent for the work of multiple programs.			
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		BAND/ GRADE
1.	Plans, directs, manages and coordinates resources of a department in which related services are provided through multiple programs. Performs critical administrative, management and supervisory work in directing the activities and staff of a department in which related services are provided through multiple programs including: planning, directing and managing resources; creating, implementing and monitoring budgets; developing long and short range plans; and making policy and resource allocation determinations for the approval of the governing board.		E8
2.	Directs, prioritizes, supervises, motivates and evaluates professional, technical and support staff including: recruiting and selecting staff; assigning, reviewing and monitoring work; ensuring training; resolving staff conflicts; approving leave; conducting performance review and evaluation; and determining discipline.		C4
3.	Collaborates and interacts with various department heads, local and state officials, community based organizations and groups, businesses, schools and the general public to explain department goals, priorities and projects and to resolve sensitive and technical issues. Participates in public forums; gives public presentations; and provides media information.		E8
4.	Monitors fiscal operations of the department and authorizes expenditures; directs funding and grant operations; develops, establishes and implements budgets; reviews and monitor subcontract budgets; approves contract terms and conditions and payment to contractors and consultants; and ensures financial activity reports are provided as required.		D6
5.	Develops general programs and strategies to accomplish the plans and objectives established by the governing board; formulates, develops and adjusts programs, strategies and operating policies and procedures; and maintains a system of quality assurance.		E8
6.	Organizes and evaluates department workload and makes resource allocation recommendations to the governing board regarding staffing, technical, physical		E8

CLASS TITLE: Director I

	and equipment resource needs, or use of consultants or contractors.	
7.	Performs other duties as required.	
Knowledge (position requirements at entry):		
Knowledge of:		
<ul style="list-style-type: none"> • Theories, practices, principles and techniques of project, personnel and organization management, public administration, budget control and public sector financial management; • Federal, state and local laws, standards, codes, regulations, guidelines, ordinances, polices and procedures related to services provided; • Technical and professional theories, principles, practices and procedures related to department function and issues related to the population served; • Methods and techniques of public and media relations; and • Customer service techniques and team building concepts. 		
Skills (depending on nature of assignment, position may require at entry):		
Skill in:		
<ul style="list-style-type: none"> • Using a personal computer and related software applications, and operating basic office equipment; • Determining priorities and making critical decisions involving large, complex, technical and financial transactions; developing initiatives, projects and long range strategies; • Developing, writing, applying and interpreting County and departmental policies and procedures; • Supervising, coaching and evaluating professional, technical and administrative support staff; • Applying principles of financial and resource management in budgeting and contract negotiation; • Building consensus around complex and divisive issues; mediating and resolving controversial problems; building teams; implementing change, and negotiating agreements; • Analyzing, interpreting and enforcing laws, codes, ordinances, and regulations; • Providing public testimony and directing or providing media relations; • Providing technical expertise in area of responsibility; • Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public; and • Communications, oral and written, sufficient to exchange or convey information and to receive work direction. 		
Training and Experience (position requirements at entry):		
Bachelor's Degree in a related field plus twelve (12) years progressively responsible experience, including two years in a supervisory and managerial capacity; <u>or</u> an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.		
Licensing Requirements (position requirements at entry):		
Some positions may require specific certifications, depending on nature of assignment.		
Working Conditions: Position may have the potential exposure to the following:		
Environment: Pathogen exposure work in locked down facilities, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;		
Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.		
Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.		
Worker Compensation Classification: Varies based on Department.		
Classification History:		
Draft prepared by Fox Lawson and Associates LLC Date: 5/98		
New Class 1/99		
Revised: 01/23		