

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Manager I

BAND: C C	GRADE: 4 5	SUBGRADE: 4 1	CLASS CODE: J23-9044
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	JOB FAMILY: Management	OVERTIME STATUS: EXEMPT

JOB SUMMARY:

The Manager I performs a variety of complex and supervisory duties over work performed by other supervisors and/or staff performing substantive paraprofessional work under the guidance of a non-supervising professional; performs the most complex or technical office support duties; and responds to the most difficult issues.

DISTINGUISHING CHARACTERISTICS:

The Manager I class is a standalone classification distinguished by responsibility for managing overall operation of a division including developing, interpreting, monitoring, adjusting and implementing division procedures, strategies and programs to ensure division objectives are met; evaluating program performance; serving as program technical and/or administrative advisor; and establishing precedent for the work of the program under the direction of a Senior Manager, Department Head or Elected Official.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	BAND/ GRADE
1.	Plans, develops and implements strategies and programs to accomplish division goals, priorities and objectives including managing and coordinating division resources; developing, interpreting, monitoring, adjusting and implementing procedures; manages daily operations for a variety of diverse programs, including proper application of codes and development standards, safety inspection, investigation, public safety, department specific programs and serving as a technical and administrative advisor. Evaluates current and long-range planning operations for multiple County programs. Establishes precedent for the work of the program.	C4
	Represents the division and provides highly skilled strategic and technical advice at various events such as: meetings, hearings, and training and ensures that division goals, views and positions are presented. Confers with elected officials, department heads, federal, local and state officials; coordinates activities with community groups; explains and promotes programs to the general public and population served; responds to the most sensitive inquiries and complaints.	C4
2.	Supervises subordinates; prioritizes, assigns and monitors work; evaluates performance; recommends and implements decisions regarding employee selection and discipline; ensures resources are available for operations and provides staff training and cross-training.	B2
3.	Supervises day to day operations; performs related activities such as tracking expenditures, tracking budget balances, maintaining and approving payroll and attendance records, creating forms and documents and coordinating training or department training between locations, with other departments and /or organizations. Daily evaluation of work performed by assigned staff to ensure quality assurance and compliance to state, federal and department rules and regulations.	C4

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4.	Prepares complex reports and documents such as contracts, professional service agreements, project reports, budget reports and/or statistical reports. Gathers, compiles and analyzes complex data. Recommends action based on findings.	C4
5.	Develops, interprets, implements and ensures compliance with departmental and county policies and procedures.	C4
6.	Represents the department at meetings both internal and external, ensuring needs and concerns of the department are heard. Confers with elected officials, department heads, federal, local and state officials; coordinates activities with community groups; explains and promotes programs to the general public and population served; responds to the most sensitive inquiries and complaints.	C4
7.	Evaluates division programs; analyzes overall workload; ensures that activities are goal directed by prioritizing work assignments and adjusting resource allocation; and determines the need for additional resources	C4
8.	Participates in long range planning activities and assists in development of the departmental budget. Researches associated federal and state laws and regulations pertaining to area of assignment; Evaluates application of such; and analyzes new products and technology to determine proper application and acceptability.	C4
9.	Performs other duties as required.	

Knowledge of: (position requirements at entry):

Knowledge of:

- Supervisory theories, practices and principles;
- Budgeting theories and principles;
- Report writing (mathematical);
- Use of applicable software;
- Grammar, spelling and punctuation;
- Paper and electronic File maintenance techniques;
- Customer service techniques;
- Terminology, laws, rules, and regulations governing area of assignment;
- Office practices and procedures
- Project management, public administration and organizational management theories, practices and principles

Skills (position requirements at entry):

Skill in:

- Assigning and monitoring and evaluating the work of others;
- Conflict resolution and team building
- Developing departmental budgets;
- Coordinating work unit activities;
- Handling multiple tasks;
- Resolving complex problems;
- Applying customer service techniques;
- Developing, implementing and enforcing office/departmental policies and procedures;
- Tracking expenditures;
- Providing technical expertise in area of responsibility; Preparing technical reports;
- Using proper grammar, spelling and punctuation;
- Performing basic mathematical calculations;
- Using office equipment such as phones, copiers, calculators and fax machines;
- Using computer and related software applications;
- Establishing and maintaining effective interpersonal relationships at all organizational levels and with the public;

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- Communication, both oral and written, sufficient to exchange or convey information and to give and receive direction
- Determining priorities and making critical decisions; developing initiatives and projects.
- Applying principles of financial and resource management in budgeting and contract negotiation.
- Giving presentations, public speaking, and facilitating meetings.

Training and Experience (position requirements at entry):

Bachelor's Degree in a related field plus four (4) years of progressively responsible experience, including two years in a supervisory and managerial capacity; or 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 and department within specific time frames designated by department.

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:

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