

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Manager II

BAND: C C	GRADE: 4 5	SUBGRADE: 5 2	CLASS CODE: J23-9045
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	JOB FAMILY: Management	OVERTIME STATUS: Exempt
JOB SUMMARY: Incumbents are responsible for overseeing and managing the day-to-day operations of a county program including implementing, administering, assigning and coordinating resources, staff and activities.			
DISTINGUISHING CHARACTERISTICS: The Manager II classification is distinguished by responsibility for implementing, administering, assigning and coordinating project and program resources, staff and activities; providing technical expertise; and analyzing and evaluating the impact of policy actions on the program managed.			
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		BAND/ GRADE
1.	Plans, administers, organizes, coordinates, audits, monitors, and evaluates current and long range planning operations of a County program including: developing, implementing and monitoring projects and program daily operations; preparing budgetary projections, identifying resource needs, and providing technical expertise.		C4
2.	Supervises staff; prioritizes, assigns and monitors work; evaluates performance; initiates and implements decisions regarding employee selection and discipline; ensures resources are available for department operations and provides staff training and cross-training.		C4/C52
3.	Assumes a leadership role in resolving complex fiscal policy and community relations issues. Develops and promotes community outreach projects; monitors and adjusts program systems and activities; and develops and implements policies and procedures.		C4
4.	Confers with and coordinates activities with elected officials, department heads, local governments, agencies, community groups, State Auditors and officials, and the general public. Gives public presentations and provides support to various boards and committees and represents the department at various meetings to promote the program objectives.		C4
5.	Prepares project applications, bids, requests for qualifications, and requests for proposal. Negotiates, develops and may executes contracts and agreements; monitors contractor or vendor performance and compliance; and performs the more difficult technical work of the program.		C4
6.	Prepares and administers operating and capital improvement budgets; estimates revenue and approves expenditures; researches additional funding sources; and writes grant proposals.		C4
7.	Monitors, analyzes and evaluates the social, political and fiscal impact of public policy action on the program; reviews contracts and legislation; responds to legal issues and systems problems; implements reporting and control methods; and ensures compliance with fiscal, legal and other requirements.		C4

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8.	Researches, analyzes, and responds to legal issues and systems problems; oversees and creates reports as requested.	C4
9.	Performs other duties as required.	
Knowledge of: (position requirements at entry): Knowledge of: <ul style="list-style-type: none"> • Supervisory theories, practices and principles; • Public sector financial management, accounting and budgeting theories and principles; • Terminology, laws, rules, and regulations governing area of assignment; • Project management, public administration and organizational management theories, practices and principles; and • Customer service techniques and team building concepts. 		
Skills (position requirements 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; developing initiatives and projects; • Supervising, teaching, coaching, monitoring and evaluating the work of staff; • Developing, writing, applying and implementing County and departmental policies and procedures; • Solving problems, resolving conflict, and building teams; • Applying principles of financial and resource management in budgeting and contract negotiation; • Giving presentations, public speaking, and facilitating meetings; • Researching, enforcing, and mediating laws, codes, ordinances, and regulations; • 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 give and receive work direction. 		
Training and Experience (position requirements at entry): Bachelor's Degree in a related field plus five (5) years of 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 and 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: Draft prepared by Fox Lawson and Associates LLC Date: 5/98 Approved 1/99 Revised: 01/23		