

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Senior Manager I

BAND: D	GRADE: 6	SUBGRADE: 2	CLASS CODE: J23-9162
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	JOB FAMILY: Management	OVERTIME STATUS: Exempt
JOB SUMMARY: Incumbents are responsible for managing a County division within a department including planning, developing, assigning and coordinating resources, staff and services.			
DISTINGUISHING CHARACTERISTICS: The Senior Manager classification consists of three (3) levels classification distinguished by responsibility for developing, interpreting, monitoring, adjusting and implementing department or county policies, procedures, strategies and programs to ensure department objectives are met; evaluating program performance; serving as program technical and/or administrative advisor; interpreting, analyzing and responding to legal program issues and problems; and establishing precedent for the work of the program.			
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 department or county goals, priorities and objectives including: managing and coordinating department resources; developing, interpreting, monitoring, adjusting and implementing policies and procedures; managing daily operations; and serving as a technical and administrative advisor. Establishes precedent for the work of the program.		D6
2.	Under the direction of senior management, evaluates department programs; analyzes overall work load; ensures that activities are goal directed by prioritizing work assignments and adjusting resource allocation; and determines the need for additional resources or contract services.		D6
3.	Oversees, coordinates, and participates in employee recruitment, hiring, training and performance; interviews, assigns, and directs extra help, interns, and volunteer placements in all divisions/units of the department. Determines the appropriate response for disputes and grievances and responds based on laws, regulations, county policies, collective bargaining agreements and department policies.		C4
4.	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
5.	Represents the department at various events such as: meetings, hearings, training, and bid openings; and ensures that department goals, views and positions are presented. Confers with elected officials, department heads, 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 and resolves policy and technical issues.		C4
6.	Evaluates and recommends division technology needs. Provides oversight of the research and testing, contracting and implementation of new department technology.		C4
7	Supervises, reviews and approves the development and execution of contracts, agreements and resolutions; monitors contractor or vendor performance and contract compliance.		C4
8.	May prepare and administer operating and/or capital improvement budgets; estimate revenue and approve expenditures; research additional funding sources; and write grant proposals.		C4
9.	Under the direction of senior management, researches, analyzes, and responds to legal issues and systems problems; oversees reporting and control methods; and		C4

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	makes recommendations for compliance with laws and regulations.	
10.	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. • Understanding / implementation and deployment of employee and employment work rules and conduct under Yakima County procedure. 		
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. • Collective bargaining/union experience 		
Training and Experience (position requirements at entry):		
Bachelor's Degree in a related field plus four (4) years of progressively responsible experience, including three 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:		
Created Date: 5/98		
Approved: 1/99		
Revised: 04/22		
Revised: 01/23		
Final: 06/24		