

**Lane Council of Governments  
Job Classification**

<b>Job Title:</b>	<b>Associate Director</b>	<b>FLSA Status:</b>	<b>Exempt</b>
<b>Division:</b>	<b>Administrative Services</b>	<b>Range:</b>	<b>39</b>
<b>Reports To:</b>	<b>Executive Director</b>	<b>Last Revised:</b>	<b>August 2000</b>

**General Statement of Duties**

Plans, organizes and directs activities in the areas of fiscal services, personnel, data processing, support services and specified special projects, including development and implementation of policies, procedures and budget. Secures and utilizes resources; represents the organization at various intergovernmental meetings; and assumes overall management of the organization in the absence of the Executive Director.

**Supervision Received**

Work is performed under applicable policies, guidelines, and executive direction. Work performance is evaluated through periodic conferences and reports, and through the adequacy and timeliness of records, reports and services provided.

**Supervision Exercised**

Provides managerial direction to subordinate program managers, their employees, and other support staff.

**Resource Responsibility**

Extensive responsibility for financial and human resources. Includes final decisions for large expenditures or commitments and determining policies for relationships with employees, funding sources, the community and other organizations, which may affect expenditures or income.

**Distinguishing Features**

The Associate Director classification is distinguished from the Division Director classifications based on agency wide responsibilities compared to Division level responsibilities. The Associate Director influences the end results of the total organization while the Division Director influences the results of a major department.

**Essential Job Functions**

Directs division operations to achieve goals within budgeted funds and available personnel; plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure services are provided in an efficient and timely manner.

Provides managerial leadership and directs the selection, supervision and evaluation of staff. Conducts or oversees performance evaluations. Administers labor contracts. Resolves

grievances and other sensitive personnel matters. Assures all personnel are adequately trained to perform duties.

Establishes policies, procedures, work rules and performance standards to assure the efficient and effective operation of the Administrative Services Division in compliance with organizational standards and federal, state, and local laws.

Directs the preparation and administration of the agency budget based on staffing and resource requirements, cost estimates, departmental objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards.

Provides planning leadership and direction and develops short and long-range plans, goals and objectives for divisional operations; reviews and updates annual and comprehensive plans; coordinates division activities with other divisions and outside governmental agencies.

Assures the provision of effective support services to the organization; manages and directs programs in personnel, labor relations and negotiations, financial services, data processing, real estate management and develops and maintains agency procedures.

Designated as the agency purchasing agent, the Associate Director has the authority to develop forms, rules, regulations and procedures for agency purchasing.

Facilitates agency wide planning on budgets, strategic plans, operations and procedures.

Develops and manages special projects, including regional telecommunications, cable television, regional data management.

Represents the organization at various regional and state level meetings and conferences.

Manages and represents the agency in the Executive Director's absence, including the authority to sign contracts and disbursements.

Participates on the organization's management team and represents the division before the Board of Directors.

### **Other Job Functions**

Analyzes and recommends improvements to existing facilities, equipment and operating systems of the division. Develops and maintains systems and records that provide for proper evaluation, control and documentation of assigned operations.

Directs the resolution of inquiries, complaints, problems or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries of service complaints.

Performs other related duties as assigned.

**Working Conditions**

Duties are primarily performed in an office environment while sitting at a desk or computer terminal.

**Knowledge, Skills, and Abilities**

Thorough knowledge of management and supervision principles and practices.

Thorough knowledge of legal requirements, regulations, and laws applicable to administrative support services.

Thorough knowledge of fiscal management, including budget preparation, expenditure control and record keeping.

Thorough knowledge of principles, theories, and practices of planning.

Ability to plan, organize, and oversee assigned work programs, including monitoring work schedules and evaluating the work of others.

Ability to develop departmental goals and objectives and conduct planning activities.

Ability to analyze and evaluate operations, develop and implement corrective actions.

Ability to establish and maintain effective working relationships with employees, other agencies and the general public.

Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.

Ability to develop and implement innovative programs and services in area of assignment.

Physical ability to perform assigned work.

**Education and Experience**

Bachelor's degree in business, public administration, or a related field (master's degree preferred), and eight years of progressively responsible managerial experience in an administrative services field, or any combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job.

**Licenses, Certificates, and Other Requirements**

None.