

**Lane Council of Governments
Job Classification**

Job Title:	Division Director	FLSA Status:	Exempt
Division:	As Assigned	Range:	37
Reports To:	Executive Director	Last Revised:	August 2000

General Statement of Duties

Plans, organizes, and directs services including development and implementation of policies, procedures and budget; secures and utilizes resources; represents the organization at various intergovernmental meetings.

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.

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. Resolves 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 division in compliance with organizational standards and federal, state, and local laws.

Directs the preparation and administration of the division 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.

Represents the organization at various regional and state level meeting and conferences with representatives from other agencies and governments; provides support staff for intergovernmental committees.

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.

Conducts special studies or projects as needed.

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 the agency.

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

Thorough knowledge of the principles, theories and practices relevant to the assigned division.

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

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

Ability to analyze and evaluate operations and 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 a related field, (master's degree preferred), and eight years progressively responsible managerial experience, or any combination of education and experience that provides the applicant with the knowledge, skills, and ability required to perform the job.

Licenses, Certificates, and Other Requirements

None.