

CLASS TITLE: Managing Deputy Director

CHARACTERISTICS OF THE CLASS: Under general direction, exercises executive control and administrative oversight in the management of multiple departmental bureaus or divisions and special inter-departmental projects; and performs related duties as required.

ESSENTIAL DUTIES: Directs the planning, coordination and oversight of programs and operations for multiple functional areas; plans and directs major department-wide projects and administrative operations; establishes project objectives and time lines to ensure assignments are completed proficiently and expeditiously; evaluates departmental operations and oversees the development and modification of work standards, policies and procedures to improve operations and address areas of deficiencies; communicates project goals to managers, the general public and outside agencies; oversees the conduct of research to gather information on proposed initiatives and special projects; analyzes research findings, and directs the preparation of reports and the presentation of recommendations to the department head; provides technical assistance and serves as liaison to departmental managers and private consultants involved in program planning and implementation; directs the compilation of comprehensive operations and administrative reports for the department; interprets department policies and procedures to staff; coordinates and directs staff training and development activities; represents the Director at meetings with city officials, governmental agencies and project consultants.

RELATED DUTIES: Oversees grant research opportunities and the writing of proposals; develops contract specifications, coordinates the selection process and directs and monitors consultants engaged in providing contracted services; may manage the coordination and preparation of the department's annual budget.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration, or a directly related field, supplemented by five years of progressively responsible managerial or project management experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Comprehensive knowledge of management principles and practices. Comprehensive technical knowledge pertaining to division operations. Considerable knowledge of policy

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development. Considerable knowledge of supervisory and management theories and practices.

Ability to direct management staff. Ability to assess the effectiveness of department operations. Ability to establish department goals, objectives, policies and procedures.

Considerable management skills. Considerable analytical skills. Considerable supervisory and management skills. Excellent oral and written communication skills.

Working Conditions. General office environment.

Equipment. General office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

February, 2005
City of Chicago
Department of Personnel