CLASS TITLE: ASSISTANT DIRECTOR

CHARACTERISTICS OF THE CLASS

Under direction, this class is managerial in nature and accountable for senior manager level functions, duties and responsibilities, and part of a city department's executive level staff. The position manages a major program or has direct responsibility for an operational or administrative work section within a department's organization; and performs related duties as required

This class title has been designated as a multi-tiered title. Positions allocated to this title code are assigned to large City departments and have been designated as such on the Senior Manager Salary Plan.

ESSENTIAL DUTIES

- Leads and directs management level staff in developing new or revising existing program operations designed to improve or expand departmental services

- Coordinates and directs the work efforts towards researching new technologies, reviewing performance against goals and objectives, and evaluating programs for deficiencies and accomplishments

- Coordinates work efforts with management in developing strategic plans and implementing changes in staffing, operating procedures, and work processes designed to improve the administration of programs, increase operational efficiencies and accomplishments

- Functions as the head of an operational division or section within a department accountable for the management of the organization's work operations, direction and oversight of staff, and control of budgetary and administrative functions

- Manages functions including budget preparations and grant funding, human resources, labor relations, finance and accounting, contracts administration and purchasing, accounts payable and inventory management, computer support, and office management activities

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in a field related to the duties performed, including five (5) years of work experience related to the position, of which two (2) years are in a supervisory role related to the responsibilities of the position or an equivalent combination of education, training, and experience

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *management and supervisory principles, theories, and practices
- *policy development and implementation methods
- *program planning, development and implementation methods and procedures
- areas pertaining to a particular field such as generally accepted accounting and auditing principles, methods, practices, and procedures for accounting or finance; engineering related requirements; etc.

Some knowledge of:

- *project management practices
- *applicable computer software packages and applications
- *principles and practices of program analysis, monitoring, and evaluation
- *data analysis and report preparation and writing
- cost benefit analysis theories and principles
- *research methods, analysis, and techniques
- applicable federal, state, and local laws, regulations, and guidelines

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MATHEMATICS - Use mathematics to solve problems
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *MANAGEMENT OF FINANCIAL RESOURCES - Determine how money will be spent to get the work done and account for these expenditures
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

- *JUDGMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences

- SPEAK - Communicate information and ideas in speaking so others will understand

- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing

- WRITE - Communicate information and ideas in writing so others will understand

- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

- REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem

- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- ACHIEVEMENT / EFFORT – Establish and maintain personally challenging achievement goals and exert effort toward mastery

- INITIATIVE - Demonstrate willingness to take on job challenges

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction

- ADAPTABILITIY / FLEXIBILITY – Be open to change (positive or negative) and to considerable variety in the workplace

- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

- ANALYTICAL THINKING – Analyze information and using logic to address work or job issues

- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done

- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
October, 2023