

## DISTRICT POSITION CLASSIFICATION

**POSITION CLASSIFICATION** - Deputy Director

**APPOINTMENT STATUS** – Regular Full-Time

**POSITION CATEGORY** – Executive Exempt

**GENERAL RESPONSIBILITIES** - The Deputy Director shall assist the Executive Director in all facets of operating the District. This shall include assistance in policy development, designing the annual work plan, meeting with District members and scheduling and coordinating all day-to-day District work activities. The Deputy Director shall perform advanced level professional work in communities and economic development activities, housing, city administration, grant writing and grant administration. Work also involves a significant amount of coordination in other District activities with public bodies, public officials, agency committees, state and federal departments or committees and citizens at large. Assists the Executive Director in scheduling of work for various stages of District programs and activities.

**CHARACTERISTIC DUTIES** - The Deputy Director shall act as a principal participant in planning, technical assistance and programming involving housing, community and economic development, city administration, grant writing, grant administration and program implementation including the following activities:

1. Attend job-related meetings and assist in communicating details of specific activities as required.
2. Work with responsible agencies and groups to develop and carry out plans and programs.
3. Provide technical assistance to officials and professional personnel.
4. Assist in the coordination between District and other regional activities.
5. Keep current on planning and development issues both local and national in scope.
6. Research and develop new program potentials.

The Deputy Director shall also assist the Executive Director with such duties as:

1. Preparing materials for monthly Board meetings.
2. Preparing the annual District budget.
3. Developing policy recommendations of Board approval.
4. Scheduling and coordinating all District work activities.
5. Meet with towns and counties to discuss technical assistance projects.

**SUPERVISION** - The Deputy Director shall work under the direct supervision of the Executive Director. In the absence of the Executive Director, the Deputy Director shall assume the full responsibility of that position but shall not have the authority to hire or dismiss employees or perform other actions of a permanent nature.

**QUALIFICATIONS** - The Deputy Director will have as a minimum a Bachelor's Degree in business administration, public administration or a related field and three years

progressively responsible professional level experience. A graduate level degree is most preferable. Additional years of professional level experience may be substituted for formal education. The Deputy Director must also possess effective written and verbal communication skills, organizational skills, and be knowledgeable of state and federal program administration.

Persons in this position must be able to formulate effective plans and programs in assigned fields and able to interpret program requirements, objectives and recommendations to interested groups and the general public, able to design and supervise the work of others involved in the collection and analysis of data and the preparation of proposals and reports, able to coordinate all phases of a program with other personnel, consultants and others, able to establish and maintain effective working relationships with elected and appointed officials, public and private agency employees, the general public, other employees, and groups interested in specialized aspects of the District.