



CLASSIFICATION NO. 027
Established: 7/06
Revised: 12/07
Archived: 3/08
Reactivated and Re-titled: 2/20
FLSA: Exempt
EEO: 1

DEPUTY DIRECTOR, PUBLIC AND GOVERNMENT AFFAIRS

CLASS CHARACTERISTICS

Under administrative direction, to plan, organize and manage administrative and program operations for assigned departmental functional areas to act as the department director in their absence; to exercise administrative direction over the planning, organization, and management of the public involvement, cable communications, strategic communications, business and media relations functions of the Department of Public and Government Affairs; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Public and Government Affairs (PGA) coordinates public information and intergovernmental relations by disseminating information and promoting communication between the County and the media, business groups, citizen groups and the public. PGA represents the County in policy formulation and coordination of intergovernmental issues with federal, state and local legislatures and governments, and facilitates public involvement and participation in the County's public policy and decision making process. PGA coordinates these duties through its divisions: Cable Communications, Government Affairs and Public Affairs.

The Deputy Director, PGA is responsible for planning, coordinating and administering a comprehensive system of management functions in accordance with revenue and expenditure limitations, department requirements and legal guidelines. The incumbent acts as the department director in their absence and provides direction to all division managers to facilitate operational planning, delivery and outcomes for all programs.

The Deputy Director, PGA differs from the PGA Director, who is responsible for managing the County's government relations, public involvement, and business and media relations programs. The Director is responsible for the overall legislative program and directly leads the advocacy for the state and federal legislative agenda.

TYPICAL TASKS

Duties may include, but are not limited to, the following:

1. Assists department director in administration of department programs, personnel and operations; acts as Director in their absence; manages designated projects as requested by the Director, County Administrator or Board of County Commissioners including coordination of staff, consultants and contractors; develops systems and controls with all divisions to improve quality of processes, performance and customer service; acts as liaison to internal county departments regarding service and response issues.

2. Develops and recommends new and revised policies, programs, goals, standards and objectives; establishes priorities and directs, with division managers, the preparation of the Department's strategic plans, annual work programs and outcome reporting; ensures the provision of services in compliance with Federal, State, and local statutes, rules and regulations and ordinances.
3. Hires and directs supervisory and professional staff to carry out the functions of the department and to provide quality service to citizens and County staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments; motivates employees to provide quality service to citizens.
4. Facilitates and coordinates revenue resource sharing among divisions; in consultation with division managers and budget team participants, develops and recommends annual and supplemental budgets.
1. Represents the department to public and private agencies and groups; makes presentations before commissions, boards and the public; responds to citizen inquiries and complaints in a timely and effective manner.
2. Administers department-wide personnel policies; provides consultation and director to divisions on personnel policies and issues such as discipline, grievances, staffing, recruitments, employee development, employee relations and promotions; facilitates department's workforce development efforts; may participate in the collective bargaining process as a member of the negotiating team.
3. Builds department systems and management practices that serve the Board of County Commissioners and key department practices.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of public administration, including personnel management, procurement, program planning and budget, grant and contract administration;; participative management, group facilitation, team building and conflict resolution skills; principles and practices of project management; applicable federal, state and local regulations, rules, codes and ordinances; labor relations procedures; techniques of mediation, negotiation and public relations; principles of community engagement and citizen involvement.

Skill to: Communicate effectively, both orally and in writing; prepare and deliver oral presentations to a variety of groups; facilitate consensus building and problem solving, formulate and implement operation and administrative policies; plan, develop and evaluate funding requirements; prepare and justify budget requests and grant proposals; review contracts for compliance with County policies and legal requirements; direct staff in continuous efforts to improve quality, productivity, customer service and to maximize resources; incorporate team participation in decision making; respond to requests by citizens, County elected officials, County Administrator and other County staff; establish and maintain effective working relationships with the public and other County personnel, special interest groups, elected officials and other public and private agencies; incorporate team participation in decision making; respond to changes desired by citizens and County staff.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of eight (8) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

This position requires attendance at out of town committee meetings, public meetings and related functions during evening and weekend hours, including travel out of state for federal government relations and advocacy.

Ability to attend events during state or federal legislative sessions, as assigned.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.