



**Director of
Department /
E82 (Criminal
Justice Services,
Development
Services,
Housing, Human
Resources,
Library,
Management &
Budget,
Planning,
Transportation,
Economic
Development)**

Class Code:
S31282

PRINCE WILLIAM COUNTY GOVERNMENT
Established Date: Aug 26, 2019
Revision Date: Jan 13, 2020

SALARY RANGE

\$120,262.00 - \$200,436.00 Annually

FLSA:

Exempt

INTRODUCTION:

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NATURE OF WORK

This class is part of the Executive Management Job Family. Incumbents oversee a County department and apply advanced management principles with critical impact on citizens and the organization. Incumbents exercise strategic and visionary thinking having long-term organization-wide application and impact; develop and implement programs critical to the County; and exercise control and supervision of multiple assigned functions and/or divisions and significant resources. Responsibility crosses multiple functional units within the organization comprising a designated department. Positions will usually have responsibility for program outcomes across a designated department as assigned.

Distinguishing Characteristics

Director is top level position in the assigned department. The Incumbent make decisions regarding department strategic planning, budget development, and personnel management.

TYPICAL CLASS RESPONSIBILITIES (These responsibilities are a representative sample; position assignments may vary.)

1. Provides leadership in the design, implementation, and assessment of strategies, goals, policies, objectives, and activities over a department or function; develops and oversees a department critical to the County's ongoing operation; and coordinates activities between multiple programs and divisions.
2. Provides overall direction and leadership to departmental managers, which may include: assigning projects and objectives; conducting performance evaluations; developing, motivating, and training employees; and making hiring, termination and disciplinary decisions.
3. Provides overall management and development of the operating and capital budget for a significant or high profile County department; reviews and approves expenditures and needed; solicits and monitors revenue.
4. Develops and maintains internal and external relationships; participates in a variety of meetings, committees, task forces, or related groups to communicate information regarding services, programs, areas of opportunity, and other information; represents assigned area on committees and advocacy groups. Negotiates and manages contracts with external parties as necessary.
5. Monitors, reviews, edits, and approves plans for compliance with policies, procedures, and strategic objectives.
6. Performs other duties of a similar nature or level.

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KNOWLEDGE

Leadership principles;
 Program development and administration principles and practices at a County-wide level;
 Government administration principles and practices;
 Advanced principles and practices in assigned area of responsibility;
 Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
 Budgeting principles;
 Strategic planning principles;
 Policy and procedure development practices.
 Computers and related software applications.

SKILLS

Providing leadership to lower level staff;
Delegating and prioritizing work;
Setting goals;
Developing and implementing strategies;
Directing, monitoring, and evaluating policies and procedures;
Planning, coordinating, and implementing County-wide components and activities;
Developing and administering budgets;
Interpreting and applying applicable laws, rules, and regulations;
Analyzing projects, programs, and processes for areas of improvement;
Using a computer and related software applications;
Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

DISCIPLINE SPECIFIC RESPONSIBILITIES

Discipline specific responsibilities do not apply to this classification.

LEVEL OF DECISIONS

Responsibilities typically involve the development of broad organizational strategies for the assigned department(s) and/or functions and therefore determine the precedent and guidelines under which assigned areas operate. Incumbents apply advanced management principles by employing strategic thinking generally acquired through managerial experience. Incumbents exercise considerable authority over the resources and staff assigned to their area.

DIRECTION RECEIVED

Incumbents are provided with organizational strategy, goals, and objectives to oversee the assigned departments or functions.

DIRECTION PROVIDED

Incumbents provide strategic direction for function(s), department(s), or other work area(s) policies, strategies, goals, and procedures.

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EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

High School diploma or G.E.D. and 8 years of progressively responsible related experience that includes significant management and supervisory experience; or equivalent combination of education and experience.

SPECIAL REQUIREMENTS

None.

PHYSICAL REQUIREMENTS

Positions in this class typically require: standing, walking, fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move

objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subjected to travel.

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Prince William County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.