

Illustrative Duties

Deputy Director

- Provide administrative leadership to the agency, commission, board, or authority.
- Implement strategic direction as identified by the agency head.
- Develop and implement policies to ensure proper functioning of agency operations.
- Monitor workforce, financial, and other metrics to ensure proper allocation and management of resources; and promote accountability.
- Advise the agency head on various matters related to agency operations.
- Disseminate information to constituents on behalf of the agency head; and respond to issues that arise both internally and externally.
- Oversee the drafting and editing of reports, including annual reports.
- Represent the agency head at meetings, conferences, and public events.
- Supervise managers over various functional areas.

Minimum Qualifications

M-4: bachelor's degree and seven years of relevant experience.*

M-5: bachelor's degree and eight years of relevant experience.*

M-6: bachelor's degree and nine years of relevant experience.*

*Substitutions: four years of specialized experience or associate's degree and two years of specialized experience may substitute for bachelor's degree; J.D. or master's degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience.

Note: Classification & Salary Guidelines illustrate the nature and scope of duties and responsibilities of the exempt classes they describe, and the recommended salary ranges for such classes. These guidelines cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those recommended for appointment at the time the guidelines were written.

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