



## **CONSOLIDATED GRAVITY DRAINAGE DISTRICT TWO, EAST**

### **CLASS SPECIFICATION TITLE ASSISTANT TO THE DIRECTOR**

#### **SUMMARY**

This is the second of four levels in the Management - Administrative Series.

Professional and administrative staff position to assist the District Director in directing the activities of the various responsibilities under the authority of the District as well as assisting in the formulation of the policies and recommendations to the Director and subsequent procedures for policy implementation.

#### **ESSENTIAL CLASS DUTIES AND RESPONSIBILITIES**

(The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Other duties may be assigned.)

- Responsible for assisting the District Director in oversight of the work of professional, technical, and clerical personnel engaged in all activities of the District. Work is performed with broad technical discretion under the administrative and policy guidance of the District Director. Particular attention is given to administrative matters concerning the overall review of departmental operations, contract administration, Request-for-Proposals, real estate documents, legal issue review, procurement, coordinate with consultants on IT issues, development review, permits, grants and special projects as assigned.
- Assist the District Director in the preparation of budgets and in the monitoring of departmental and division budgets.
- Serve as representative of the District Director and Board when necessary.
- Plan and supervise special projects for the District Director as assigned.
- As required by the District Director, perform research and analysis and prepare detailed reports and presentations on any phase of District activity, including recommendations for revising policy and procedures to improve various operations; assist in strategic planning and performance measurement initiatives.



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#### **ESSENTIAL CLASS DUTIES AND RESPONSIBILITIES (continued)**

- Prepare memoranda and directives for the Director informing the staff relative to administrative decisions and matters of the Board and District policy.
- Confer with District management staff regarding questions and problems that arise outside of or different from the routine procedure of the various offices.
- Coordinate professional, subprofessional, intern, and technical employees in the formulation, modification, and design of a variety of projects and policies as assigned by the Director.
- Performs other duties of a similar nature or level.

#### **SUPERVISORY RESPONSIBILITIES**

This position may directly supervise several employees. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### **EDUCATION AND EXPERIENCE**

Bachelor's Degree in field related to area of responsibility and five years of responsible experience in accounting, purchasing, personnel work, office management, business administration, supervisory, engineering, technology, or other experience of similar complexity and responsibility; or an equivalent combination of education and experience to successfully perform the stated duties of the job.

#### **LICENSING REQUIREMENTS**

- Valid Driver's License as per State law or requirement.

#### **QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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#### **KNOWLEDGE**

- Reasonable knowledge of public sector operations, and the field of public administration.
- Knowledge of the principles of governmental accounting and budgeting as well as public finance and economics.
- Knowledge of management principles and effective management practices; familiarity with performance measurement practices.
- Knowledge of the budgeting process, finances, and accounting procedures in general.
- Knowledge of applicable Parish Ordinances and Parish Procurement policies.
- General knowledge of State laws which pertain to the operation of Parish government.
- Knowledge of current technologies used in the workplace, including word processing, database and spreadsheet applications, presentation software, and web-based applications.

#### **SKILLS**

- Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive presentations on complex topics to top management, public groups, and/or the Police Jury.
- Ability to apply mathematical operations necessary to accounting and budgeting, public finance and economics.
- Ability to establish and maintain effective working relationships with employees, officials, other agencies, organizations, groups, and the general public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to plan, schedule and supervise technical research and analysis of complex governmental problems and proposals.



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#### **PHYSICAL REQUIREMENTS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class typically require reaching, standing, walking, fingering, grasping, feeling, 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 subject to travel.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles.

The noise level in the work environment is usually quiet to moderate.

#### **NOTE**

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