Director - Deputy Executive Director

General Class Description: Under general direction of the Executive Director, a Director plans, organizes, coordinates, and directs the programs or activities of the associated department; provides expert professional assistance to staff of department; performs related work as assigned. This class has department-head level responsibility for overall policy development, program planning, fiscal management, administration and operation of the departmental functions and various support services. A Department Director is responsible for accomplishing departmental goals and objectives, supervising staff, administering the department’s annual budget, and directing the day-to-day operations and activities of the department. A Director works with Executive Director and other Directors to ensure consistent and efficient implementation of agency operational policies and long-term operational excellence. This position class is distinguished by complex and widely scoped duties with major financial or operational impact on key business processes. This position exercises considerable discretion and independent judgment in the coordination and prioritization of duties and responsibilities assigned and in acting on behalf of the Executive Director.

Summary

The Deputy Executive Director works under the general direction of the Executive Director and has responsibility for a wide range of matters to support RCEA’s internal functions, including: developing and administering the human resources programs and activities of RCEA, leading risk management functions in coordination with staff in other RCEA departments and RCEA’s insurance providers, overseeing and maintaining RCEA information technology and communications systems and procedures, and serving as the department head for the overall Executive Director department functions of internal administration and operations.

Essential Functions and Responsibilities

Duties are illustrative and may vary. Other duties may be assigned.

- Plans, supervises, and directs the day-to-day operations of the Executive Director department, including Human Resources, Clerk of the Board and records-management functions, information technology, and risk management; assigns work activities and responsibilities to appropriate staff; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.
- Leads the development and management of the organization’s general administration budget; prepares forecasts of necessary funds for staffing, services, materials, and supplies; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Develops and administers RCEA human resources rules, regulations and policies, and consults with department heads and the Executive Director relative to employee relations, policy development, and human resources issues.
- Directs and coordinates the administration of the compensation plan, recruitment and selection processes, employee relations and benefits, training, and employee performance management and evaluation programs. Performs investigations into alleged disciplinary infractions through interviewing employees and other parties, including gathering pertinent information, recommending appropriate disciplinary action based on findings, preparing letters notifying employees of disciplinary actions, and attending related meetings and hearings if a disciplinary action is appealed.
• Oversees and supervises agency business systems operations, including information technology services, data security, communications systems, office equipment, and quality assurance.
• Oversees and manages maintenance, repair, and expansion of physical buildings or properties to ensure that the functionality of the built environment effectively integrates staff with systems, place, process, and technology.
• Oversees the development and implementation of technology solutions for all general office activities, along with user training to ensure maximum adoption of existing and new technical solutions.
• Directs and coordinates the RCEA’s risk management, workers compensation, and employee safety programs, including coordination and liaison with the RCEA’s insurance providers on insurance claims.
• Meets with management staff to identify and resolve problems; coordinates projects and programmatic areas of responsibility; and reviews and evaluates work methods and procedures.
• Facilitates, leads and/or participates in meetings and committees; represents the Executive Director’s Office and/or RCEA at meetings and conferences, serves as liaison between departments, external organizations, the general public and other agencies relative to the goals, actions, and activities of RCEA.
• Performs research and analysis, conducts studies and prepares recommendations on a variety of issues; prepares written reports, memoranda, letters, resolutions, policies and procedures.
• Develops and/or assists in the implementation of new programs or enhancements to existing programs, and in operation analysis and recommendations for organizational structure.

Minimum Qualifications

Experience/Education:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

• Education or experience equal to a bachelor’s degree or greater in business or public administration, organizational development, human resources, operations management, or a closely related field.
• at least seven (7) years progressively responsible and varied experience in organizational or municipal management, including at least five (5) years in public human resources administration experience (public sector experience is strongly desired).

Knowledge of:

• Principles, practices, methods and techniques of public human resources administration, including classification and compensation, labor relations, fringe benefits management, recruitment and selection, performance evaluation, and grievance processing.
• Federal, state and local employment laws, regulations, and guidelines pertaining to assigned areas of responsibility.
• The typical organization of California Joint Powers Authority (JPA) government agencies, their functions and processes.
• Federal, state and local laws impacting local government operations.
• Municipal budget development and administration.
• Organization and management practices as applied to the analysis and evaluation of programs, policies, and operation needs and design.
• Research techniques and methods of report presentation.
• Technical and administrative operations of IT functions, data management and security procedures, standard office and communications equipment, and quality assurance programs.
• The principles and practices of records management, storage and destruction.
• English usage, grammar, spelling, vocabulary, and punctuation.
• Techniques for dealing effectively with those contacted in the course of work, both in person and on the telephone.

Ability to:

• Effectively direct, supervise and coordinate the work of assigned staff.
• Effectively communicate to gather information and explain policies and procedures.
• Evaluate extensive data effectively and objectively, make clear, logical and objective decisions.
• Prepare clear, concise and complex analysis, proposals, reports and other written materials.
• Facilitate group processes.
• Analyze complex management, operational, and budgetary issues and propose solutions.
• Devise effective and efficient operating methods and procedures.
• Operate a personal computer using standard and customized software applications appropriate to assigned tasks.
• Analyze numerical and statistical data.
• Develop, prepare, and generate necessary reports.
• Work independently and exercise sound judgment; communicate clearly and concisely, both orally and in writing.
• Establish and maintain cooperative working relationships inside and outside the organization.
• Develop fiscally prudent policies and procedures that acknowledge and uphold public trust.
• Effectively direct, supervise and coordinate the work of assigned staff.
• Manage multiple priorities, meet deadlines, and quickly adapt to changing priorities in a fast-paced dynamic environment.
• Be thorough and detail-oriented.
• Demonstrate patience, tact, teamwork and commitment to superior service and performance.
• Communicate effectively verbally, in writing, and through presentations.

Working Conditions and Essential Requirements

Work is generally performed in an office environment. Must be able to perform the physical aspects of the job, including sitting and standing for periods of time; operate standard office equipment, including a computer; hearing and speech to communicate in person and over the telephone; lift, push, pull, and carry up to 25 lbs.; interact with a diverse range of people.

Other requirements:

• Must possess a valid California driver’s license.
• Must maintain absolute confidentiality of certain information received in the course of work.
• Must be willing and available to attend meetings after normal work hours and to travel for trainings and/or meetings as required.
• Must be willing and available to work extended hours as necessary to complete assigned projects.

THE REDWOOD COAST ENERGY AUTHORITY IS COMMITTED TO A DIVERSE WORKFORCE AND IS AN EQUAL OPPORTUNITY EMPLOYER. RCEA MAINTAINS AND PROMOTES A POLICY OF NONDISCRIMINATION AND NONHARASSMENT ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AND NATIONAL ORIGIN OR GENETIC CHARACTERISTIC. RCEA STRONGLY ENCOURAGES PEOPLE OF COLOR, WOMEN, AND THOSE WHO IDENTIFY AS LGBTQ TO APPLY.