

Classification description

Title: Manager I, II

Job Code: 1410, 1420

Pay Range: 540, 541

FLSA Status: Exempt – Administrative or Executive/Supervisory

Employee Group: Non-Represented

Established: 3/98

Revised: 4/14

EEO Category: Professionals or Officials and Administrators

DESCRIPTION

Jobs assigned to this series are responsible for the management and efficient planning and operations of a division or unit. Responsibilities include budget preparation and monitoring, plan development, contract management, long-range projection and strategy development.

DISTINGUISHING FEATURES

This series classification includes Manager I and Manager II levels. The primary distinction between the two levels is the complexity and breadth of assigned responsibilities. The Manager I is responsible for the administrative, operational and planning functions of a division and/or unit of a department. The Manager II oversees a larger, more complex or critical project/program. Responsibilities at the II level require extensive technical knowledge and involve complex inter-relationships of a wide variety of technical, financial, and public issues that leads to project decisions. Outcomes have a significant impact on Metro, external agencies and the community. Both levels report to a Director or Program Director.

DUTIES AND RESPONSIBILITIES

Manager I

1. Develops and implements the Division budget; oversees controls to ensure expenditures are within limits authorized through the budget.
2. Provides supervision over, or leads direction to, support, technical and supervisory positions. Has primary responsibility for or effectively recommends hiring, promoting, transferring, assigning, evaluating performance, initiating salary action, handling grievances, disciplining, and discharging employees.
3. Develops operational work plans and coordinates the division's daily work activities; prioritizes resource demands and makes appropriate changes as needed.
4. Provides direction and oversight of the division's contracting activities; ensures contract requirements are met and work meets project goals.
5. Participates in formulation and evaluation of policies and strategic direction for the division/unit.
6. Ensures division's compliance with all applicable federal, state, local, Metro and Department rules, policies and procedures.
7. Develops and implements quality standards; evaluates processes and procedures to ensure maximum efficiency and effectiveness of operations.

Manager II

In addition to duties performed by a Manager I, a Manager II:

1. Develops and implements Division budget; oversees controls to ensure expenditures are within limits authorized through the budget.
2. Develops work programs and identifies key program needs and resources. Assigns section and support staff, materials and services, and identifies program funding sources.
3. Assigns and coordinates the Division's daily work activities. Meets with project teams to discuss project issues and decides appropriate course of action. Ensures priority needs are addressed and projects and program areas are meeting schedules and budgets.
4. Provides supervision over supervisory, professional and technical positions with responsibility for hiring, promoting, transferring, assigning, evaluating performance, initiating salary action, handling grievances, disciplining, and discharging employees.
5. Develops and implements policies, procedures and performance standards to ensure efficient and effective management of operations.
6. Prepares and executes consultant contracts and inter-governmental agreements; ensures federal, state and local contract requirements are met and contracts meet project goals.
7. Assists in developing policy and strategic direction for department for issues relevant to assigned area of operations.
8. Responds to questions and concerns. Develops required information and prepares reports presenting issues and recommendations to Department Director, Executive Officer, and other organizations.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
 - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
 - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
 - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
 - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
 - Demonstrate sustainable practices in applicable field and generally for resource use and protection
 - Work assigned schedule (if applicable); exhibit regular and predictable attendance
 - Practice safe work habits
 - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate

3. Perform assigned duties during an emergency situation.
4. Perform other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience

Manager I

- Three years leading or supervising people and
- Bachelor's degree in the assigned program area or a related field and
- Two years project management experience in area of responsibility or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

Manager II

- Five years leading or supervising people and
- Bachelor's degree in the area of assignment or a related field and
- Two years project management experience in area of responsibility or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

Knowledge, Skills and Abilities

(NOTE: Unless specifically noted, the level of the specified skills will vary based on the level the job is assigned to in this series.)

- Principles and practices of applicable program area
- Budget preparation and expenditure control
- Management theory and principles of supervision
- Regulations and laws applicable to area of assignment; and computer software programs
- Provide planning, leadership, and technical oversight in developing goals and objectives for assigned area
- Communicate successfully with Metro executive staff and managers, the public, and various interest/business groups
- Develop policy and project alternatives, criteria, and recommendations
- Prioritize and assign section staff resources to tasks and projects
- Decision making, discretion, problem analysis and resolution
- Independent judgment and independent action
- Interpersonal skills, teamwork, creativity, customer service skills, negotiation, presentation/selling
- Training and supervision
- Math and programming used in certain program areas
- Understanding and the ability to read, speak and write the English language

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- Perform all position essential duties and responsibilities
 - Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability
 - Work in a safe manner and follow safety policies, practices and procedures
 - Successfully pass the background check and screening requirements required for the position

SUPERVISION RECEIVED

Supervision is received from a Program Director or Director

RELATIONSHIPS/CONTACTS

Inside the organization, provides direction, resolves problems, provides assistance, presents findings and discusses issues. Outside the organization, provides information/reports, responds to inquiries, negotiates solutions, communicates technical information, directs contractors, and conducts general briefings with business and interest groups.

TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING

All standard office equipment, hardware and software is used

WORK ENVIRONMENT

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Some positions within this series classification require outside work with exposure to construction/remodeling work. Employees may encounter hazardous situations, equipment and conditions found in such environments Travel, evening meetings and extensive overtime may be required.

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.