



## City of Kansas City, Missouri Job Class Specification

**Job Title:** DEPUTY DIRECTOR

**Department:** MULTI

**Job Code:** 1736U

**Status:** EXEMPT

**Grade:** UNCLASSIFIED

### Summary

This is highly responsible administrative and professional work as the Deputy Director assisting in the planning, design, direction and overall management of a department of the municipal government and is acting Department Head in the absence of the Department Head.

Work involves responsibility for the supervision of a wide variety of administrative matters, freeing the department Director for higher level administrative duties. Work also involves the application of sound management practices in the formation, modification, improvement and implementation of departmental operational policies and regulations. An employee of this class is expected to execute programs fully with almost complete independence and is responsible for the use of considerable initiative and independent judgment within the framework of established policies. Work is reviewed by the Director through conferences, observations and evaluation of reports and results obtained.

### Duties and Responsibilities

- Assumes full responsibility for the direction of an entire department as assigned and during the absence of the Director; directs and coordinates all activities through administrative and technical subordinates.
- Assists the Director in preparing and administering the department budget, interviewing prospective employees and in establishing personnel, program and other departmental policies.
- Assists in the formation of long range programs of the department.
- Assists the Director in planning, organizing, directing, supervising and coordinating the activities of professional, technical, clerical and other personnel engaged in research and development work.
- Confers with and advises division heads on problems and projects relating to design, construction, inspection, operation and maintenance.
- Reviews reports from division heads and alerts the Director of problem areas.
- Represents the department in dealing with other governmental agencies, private firms, and the general public.
- Represents the department before professional and civic organizations concerning the various phases of the department's programs.
- Develops directives to departmental officials, either internal or external; coordinates both intra-departmental and inter-departmental operations.
- Performs related duties as required.

**Technical Skills**

Extensive knowledge of:  
the principles and practices of business and public administration as applied to the development and management of municipal programs.  
the materials, methods, and techniques utilized in the construction and maintenance of municipal projects and programs.  
the federal, state, and municipal policies, programs, laws, ordinances, and charter provisions.

Considerable knowledge of:  
municipal planning, design, and administration.  
the principles and practices of modern administration and management including departmental personnel and budget administration.

Ability to:  
plan, organize, direct, coordinate and interpret extensive municipal activities and programs.  
do extensive responsible research, analysis, and report writing.  
establish and maintain satisfactory relationships with other municipal officials, employees, contractors, consulting firms, and the general public.  
express ideas clearly and concisely, both orally and in writing.  
To be determined by the department head.

**Education and Experience**

**Certificates/  
Licenses/Special  
Requirements**

Must pass a background check as prescribed by the City.

**Supervisory  
Responsibility**

Supervision is exercised over professional, technical and administrative personnel.

**Supervision  
Received**

Work is performed under the general supervision of the department Director

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created**

8/81

**Revised**

9/06,4/13, 01/2024