

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: ASSISTANT DIRECTOR (JOB CODE 133)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Various	Various	Exempt

CLASS SUMMARY

Under administrative direction, incumbents provide executive leadership and administrative support across operational, financial, regulatory, and strategic functions within a City department. This position supports executive management in the development and implementation of departmental policies and procedures; personnel management; budget administration; and program development, and evaluation. Incumbents assist in planning, organizing, coordinating, and evaluating departmental programs, services, and internal operations. The Assistant Director may act on behalf of the Director in their absence. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Assistant Director is an executive departmental management classification. This position is distinguished from mid-level managerial roles by its broad scope of responsibility, high-level decision-making authority, and leadership engagement with Citywide strategic goals.

Incumbents operate with significant independence, exercising discretion in planning and achieving departmental priorities. This position performs work that requires the use of considerable independence, initiative, and discretion within established guidelines. This classification is differentiated from the lower-level Deputy Director classification in that it has responsibility to manage functions of the entire Department.

As a member of the City's unclassified service, this is an "at-will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this position demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills, sets a good example, and correctly applies the tenets of the City's Code of Ethics and Values.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- A bachelor's degree in a related field of work, AND
- Six (6) years of increasingly responsible experience in business management and/or administration, operations, or maintenance, with a minimum of two (2) years of experience at a supervisory or managerial capacity.
- A graduate or professional degree (e.g., MPA, MBA, JD) and prior executive experience preferred and may be required for select positions.

ACCEPTABLE SUBSTITUTION

When assigned to Community Development: Additional years of experience may be substituted on a year for year basis for the master's degree up to two (2) years. A bachelor's degree from an accredited college or university in City Planning, Architecture, Engineering or related field is required.

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LICENSES/CERTIFICATIONS

- A valid State of California driver's license may be required for select positions.
- Certain positions may require possession of a specialized certificate, license, and/or registration related to a specific area of responsibility.

DESIRABLE QUALIFICATIONS

An advanced degree and/or specialized licenses or certifications in the related area of responsibility.

OTHER REQUIREMENTS

- Must be able to perform all of the essential functions of the job with or without reasonable accommodation.
- May be required to work unusual hours in shift assignments, in emergency situations, and to be on an "on-call" basis as assigned.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under administrative direction, the incumbent will:

- Supervise mid-level department management, supervisory and professional staff to include: prioritizing and assigning work; conducting performance evaluations; and making hiring, termination, and disciplinary recommendations;
- Directs or conducts special studies and reports, providing recommendations and substantive information for policy and decision making, and prepares recommendations for the Department Director;
- Confers regularly with the Department Director for overall instructions and policy guidance, and strategic priorities;
- Assists the Department Director in the acquisition, compilation, analysis, and presentation of statistical, financial, and operational data, including information required to obtain Federal and State funds for various project;
- Participates in negotiations and directs the preparation of contracts, agreements, grants, and specifications;
- Acts for the Director in public relations and liaison matters; meets the public, receives complaints; prepares and gives talks; attends conferences and meetings;
- Appears before the City Council with or for the Director on matters pertaining to a City department;
- Supports the planning, organization, and strategic direction of departmental operations by implementing innovative practices, uses technological development and applications to improve efficiency and internal controls, and participates in short- and long-term planning for departmental programs, facilities, and policies;
- Provides support in the preparation, justification, and administration of the departmental, operational, and capital budgets;
- Participates in and advises on the development of citywide or department policies and initiatives;

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- Acts in the absence of the Director and provides leadership and guidance to department staff. Reviews and approves or disapproves plans, reports, and specifications in the absence of the Director;
- Develop and implement departmental goals, objectives, and guidelines as part of department executive management team; and
- Perform other related duties as required.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles and practices of public and business administration;
- The principles and practices of the City's budgeting and accounting system;
- Organization, functions, and governance structure of municipal governments;
- Applicable local, State, and Federal laws, rules, regulations, and guidelines related to assigned specialty areas;
- The City's personnel policies, including the Civil Service System, Affirmative Action Program, and Personnel Administrative Manual;
- Principles and practices of management, supervision, training, and performance evaluation;
- Research methods, statistical analysis, and data-driven decision-making techniques;
- Problem solving and conflict resolution practices and techniques;
- Pertinent local, State and Federal rules, regulations and laws; and

Ability to:

- Plan, develop, implement, and evaluate complex administrative programs and initiatives;
- Ability to develop, coordinate, and direct subordinate professional staff in an effective manner;
- Analyze complex problems; identify and evaluate alternatives; assess consequences; and implement effective, timely solutions;
- Exercise sound judgment in organizing work, setting priorities, and making decisions consistent with assigned authority and City policies;
- Prepare and present clear, concise, accurate, and persuasive reports, correspondence, and recommendations, both orally and in writing;
- Communicate logically and effectively with diverse audiences, including elected officials, executive management, City staff, community groups, and external agencies;
- Read, interpret, and apply applicable laws, regulations, policies, and procedures;
- Establish and maintain effective, tactful, and collaborative working relationships with City employees, officials, the public, and governmental representatives;
- Represent departmental plans, policies, programs, and objectives effectively before public and civic organizations; and
- Perform the physical requirements of the position, including standing or walking for extended periods and bending, stooping, climbing, or lifting as necessary to perform assigned duties.

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SUPERVISION RECEIVED

Works under the general direction of a Department Director, or other executive management staff.

SUPERVISION EXERCISED

Manages the professional, technical, and administrative support staff assigned.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager's Directive 100.

CLASSIFICATION HISTORY

Established 06/2026 (merge of various Assistant Department Director classifications Citywide)