

ASSISTANT DISTRICT DIRECTOR

GENERAL STATEMENT OF DUTIES:

Serves as the Chief Assistant to a District Director in managing the day-to-day operations of a district department and acts as District Director in the Director's absence.

DISTINGUISHING FEATURES OF THE CLASS:

The Assistant District Director reports directly to the District Director and has line authority over most, if not all, of the supervisory personnel in the district.

EXAMPLES OF WORK: (Illustrative only)

Develops policies and procedures for delivery of services and program operations.

Assists staff in interpreting statutes, policies and procedures, and in making casework decisions.

Assists supervisory staff in handling personnel matters.

Supervises and evaluates the performance of supervisory personnel.

Prepares and monitors the Department's training plan and programs.

Evaluates quality of casework and other service delivery.

Plans for, monitors, and evaluates new programs and services.

Assists the Director in various public relations, budgetary and other planning activities, and in Board of Directors and Advisory Committee functions.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of Iowa statutes and regulations regarding community correctional services.

Comprehensive knowledge of community corrections practices and casework philosophy.

Comprehensive knowledge of the basic principles of public personnel administration.

Good knowledge of regulations regarding expenditures of public funds.

Ability to establish good working relationships with persons at all levels of an organization.

Ability to carry out specific and general assignments in an organized, efficient and timely manner.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES: (Continued)

Ability to assist and coordinate the work of other employees.
Ability to make independent decisions of major scope and consequence.
Ability to express oneself orally and in writing.
Ability to perform the essential functions of the position.

REQUIRED EXPERIENCE AND TRAINING:

Graduation from an accredited college or university and a minimum of two years of experience as a supervisor or administrator; or

Associate of Arts degree from an accredited college or university and a minimum of four years experience as a supervisor or administrator.

NECESSARY SPECIAL REQUIREMENTS:

Ability to travel to various work sites, possession of or ability to obtain a valid driver's license, and ability to be insured under the judicial district's auto insurance coverage.

ESSENTIAL FUNCTIONS:

Ability to read, write and communicate in written and oral manner in order to assign and review work and so that instructions and information are clearly understood.

Ability to interpret principles and communicate ideas to others including subordinates, supervisors and peers.

Ability to understand correctional and treatment philosophies and to make decisions and provide instructions based upon those philosophies.

Ability to maintain personal composure during high stress activities.

Ability to work cooperatively with co-workers and managers as a team member, as well as with collateral agencies and the public, in a professional and cordial manner.

Ability to travel and attend meetings required in the performance of job duties.

Ability to observe and evaluate the performance of work assignments and duties and actions of subordinate staff.

Ability to operate office equipment such as telephone, calculator, or personal computer needed to perform required job duties.

Adopted July 1, 1990
Revised January 1993
Revised November 1997