



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Manager II	Job Code:	602160	Job Grade:	H
Reports To:	Various	Pos. No:	Various	FLSA Code:	E
Department:	Various	Loc. Code:	Various	SIC Code:	9211
				WC Code:	8810
Division:	Various	CS Code*:	A, B, C, D, or C-JD	EEO Code:	B01

Summary of Functions: Manages the daily fiscal, administrative and operational activities in one or more courts, large sections and/or divisions to ensure that goals and objectives are accomplished in accordance with established priorities, time limitations and other specifications.

Management Scope: Manages supervisory and exempt/non-exempt staff.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Manages and monitors the daily activities of one or more courts, large sections or divisions by developing and implementing policies and procedures and short/long range goals and objectives, and evaluating program activities to ensure compliance and internal controls.	25	E
2. Trains and assists managers, supervisors and others in resolving procedural issues, and communicates with elected officials, judges, attorneys, banking personnel, and other County departments to resolve more complex issues.	20	E
3. Directs, reviews, approves and participates in personnel related activities of managers and supervisors to include: hiring, training, assigning staff, evaluating performance and conducting disciplinary actions.	20	E
4. Monitors and audits the collection, accounting, maintenance and distribution of all funds received in the department.	10	E
5. Represents the department at meetings, hearings, trials, conferences and/or other public events. May testify at hearings, trials and legislative meetings.	10	E
6. Researches new legislation, incorporates changes into the program and informs staff of changes that affect the daily operation of the department.	05	N
7. Assists in the acquisition or development of computer systems, interfacing with other departments to ensure systems are operational.	05	N
8. Performs other duties as assigned.	05	N

* *The Code depends on the Department where the position is located and/or funded by in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in Business Administration, Management, Public Administration, Criminal Justice, Accounting, Finance or in a job related field of study. Three (3) years of professional work related experience, including one (1) year management/supervisory experience.

Special Requirements/Knowledge, Skills & Abilities:

Knowledgeable of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Requires knowledge of local, state and federal laws, rules and regulations and practices and procedures related to bookkeeping, accounting, collections and bank investments. Knowledge of investigative techniques and resources. Ability to manage program activities, establish goals and objectives, devise solutions to administrative problems, develop and evaluate administrative policies and procedures, and prepare concise reports. Must reside in or be willing to relocate to Dallas County.

Physical/Environmental Requirements:

Standard office environment.

Hay Points/Point Factor:

KH: EI3 264 pts, PS: D3 (33%) 87 pts, AC: D1P 100 pts, TTL: 451 pts, KH/PS/AC: 59-19-22, Profile: +1

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on _____

Date _____

Approved by Civil Service Commission on _____

Date 01/24/2005

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.