



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Assistant Manager I	<b>Job Code:</b>	601910	<b>Job Grade:</b>	C
<b>Reports To:</b>	Various	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	E
<b>Department:</b>	Various	<b>Loc. Code:</b>	Various	<b>SIC Code:</b>	9211
				<b>WC Code:</b>	8810
<b>Division:</b>	Various	<b>CS Code*:</b>	A, B, C, D, or C-JD	<b>EEO Code:</b>	F01

**Summary of Functions:** Assists in managing the processing activities of one or more areas of responsibility by planning, assigning and supervising the work of others, establishing goals, developing schedules, priorities and standards for achieving goals, and coordinating and evaluating processing activities.

**Management Scope:** Supervises exempt and non-exempt staff.

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Assists management by supervising, delegating and providing guidance to staff in one or more areas of responsibility to ensure compliance with applicable laws, policies and procedures.	30	E
2. Acts as technical expert/liaison and communicates with staff, elected officials, Judges, attorneys, other departments and the general public to solve complex problems or issues.	20	E
3. Monitors work processes, provides feedback, collects data for performance measures, establishes goal and objectives, and recommends/implements process improvements.	15	E
4. Hires and trains staff, coordinates work assignments to ensure adequate staffing, evaluates performance, initiates disciplinary actions, coordinates leave and maintains time and attendance reports.	15	E
5. Maintains knowledge of applicable laws, recommends changes as required, develops and incorporates changes in policies and procedures.	05	N
6. May represent the department in oral presentations, hearings, trials and legislative meetings, interacting with the judiciary, law enforcement and/or other agencies to communicate ideas and solve problems. May coordinate community service programs and activities.	05	N
7. Assists with budget preparation and maintains related data and reports.	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 or in a job related field of study.

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 relevant to the area of responsibility. General knowledge of court procedures preferred.

Physical/Environmental Requirements:

Standard office environment. May require prolonged standing, walking and sitting.

Hay Points/Point Factor:

KH: DI3 175 pts, PS: D3 (29%) 50 pts, AC: D1C 57 pts, TTL: 282 pts, KH/PS/AC: 62-18-20, Profile: +1

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date \_\_\_\_\_

Approved by Civil Service Commission on

Date 01/25/2005

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.