



# Montana Association of Counties

*Serving Montana Counties Since 1909*

2715 SKYWAY DRIVE, SUITE A, HELENA, MT 59602  
 (406) 449-4360 Fax (406) 442-5238  
 www.mtcounties.org

## POSITION DESCRIPTION

Deputy Director

<b>POSITION TITLE</b>	<b>Deputy Director</b>
<b>DEPARTMENT/DIVISION</b>	<b>MACo Administration</b>
<b>FTE STATUS</b>	<b>Full Time Permanent</b>
<b>FLSA DESIGNATION</b>	<b>Exempt</b>
<b>REPORTS TO</b>	<b>MACo Executive Director</b>
<b>SUPERVISION EXERCISED</b>	<b>As delegated by the MACo Executive Director</b>

## POSITION SUMMARY

Under supervision of the Executive Director, this position performs professional, administrative and supervisory work in support of the Association and Executive Director. Employees assigned to this position must possess a thorough understanding of local government management and leadership.

## EXAMPLES OF ESSENTIAL FUNCTIONS (ILLUSTRATIVE ONLY)

- Lead lobbying efforts in assigned subject matter, to include the development of professional working relationships with individual legislators, groups, entities, agencies, and organizations regardless of political affiliation or personal opinion.
- Represent the organization and its members at public meetings, conferences or hearings;
- Direct or coordinate policies and administrative matters within the organization and with other governmental agencies as assigned;
- Supervision of assigned staff, including the development of professional competencies;
- Design, conduct, or direct research and/or program analysis as assigned;
- Interpret state and federal laws relating to specific program areas;
- Provide research upon request using knowledge of Montana Codes Annotated, Administrative Rules, Attorney General Opinions and other sources;
- Plan and produce training sessions for members and other officials;
- Assume routine operational responsibility in the absence of the Executive Director.

## REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Ability to communicate effectively, both orally and in writing, in a manner that effectively advocates for the needs of local governments without personal opinion or bias;
- Ability to develop and maintain the trust of members, employees, public officials, and other MACo stakeholders for the benefit of local government interests;
- Ability to think strategically and relay those options to management staff and policy bodies;
- Ability to establish and maintain cooperative relationships with county officials, employees, representatives of other agencies, and the general public;
- Ability to educate, train, manage, mentor, and grow the professional competencies of staff;
- Ability to evaluate organizational needs and implement organizational change as necessary and as directed;

- Knowledge of state and related federal laws affecting local governments;
- Ability to work independently and make decisions in the best interest of the organization with minimal supervision and oversight.

#### ACCEPTABLE EXPERIENCE & TRAINING

- Bachelor's degree in communications, public administration or related field; and
- Five years progressively responsible administrative and professional experiences with at least two years in a supervisory capacity; or
- An equivalent combination of education and experience.

#### PHYSICAL REQUIREMENTS & WORKING CONDITIONS

*MACo is an equal opportunity employer. MACo shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- The employee is constantly required to use hands to operate a computer and keyboard and other office equipment.
- The employee is constantly required to remain seated for extended periods of time, with occasional walking, standing, or bending.
- The employee is required to have sufficient personal mobility, manual dexterity and physical reflexes, with or without reasonable accommodation, which permits the employee to access the general office environment.
- The employee is constantly required to communicate in writing, in person, and over the phone.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.
- The employee is occasionally required to lift and/or move up to 25 pounds without assistance.
- The work is performed in a controlled, comfortable office setting, with no risks beyond those associated with normal office activities.
- May involve occasional travel to attend training, meetings and conferences.

#### FLSA DESIGNATION STATEMENT

This position is exempt as it meets the duties tests to be considered an Administrative Employee under the Fair Labor Standards Act:

This position description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalogue each individual duty. MACo employees are routinely called upon to address emerging member requirements in alignment with individual work units and assignments of positions. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.