DENVER
THE MILE HIGH CITY

Office of Human Resources
Executive Manager - CA3099

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General Statement of Duties

Directs and manages the operation(s) of an agency or department and represents the organization's positions, initiatives and interests in multiple functional and/or operational areas or over a variety of complex divisions and/or performs limited executive level citywide responsibilities.

Distinguishing Characteristics

This class is the third level of management in a four part series. Employees in this class perform a combination of "core" managerial duties and executive level duties and responsibilities, however the duties and responsibilities are predominately "core" managerial in nature. Executive Manager is a combination of operational and strategic manager but is predominately operational. The Executive Manager is typically the highest level manager of smaller organizations (such as some Mayoral initiatives) or is a high level manager within a charter department that has responsibility over multiple complex functional or operational areas, but still reports to a higher level executive. This class is distinguished from the Executive class which is predominately strategic in nature and is found in major or "key" agencies and departments. It is also distinguished from the Director class which is operationally, functionally, and/or strategically focused with primary emphasis on operations.

Essential Duties

COMMUNICATION LEVEL / PURPOSE

Represents the organization's positions, initiatives, perspectives, and interests with other agencies and departments, community and business groups, and legislative officials (at the request of, or on behalf of the executive).

Cultivates, fosters and maintains positive working relationships with representatives from agencies and departments, community and business groups, and elected officials to gain their cooperation and support to further organizational or operational interests and objectives.

Provides expert advice on organizational matters to internal and external stakeholders.

FINANCIAL RESPONSIBILITY

Participates in and/or conducts budget and fiscal policy-setting discussions for the organization.

Collaborates and interacts with managers and/or executives, and others internal or external to the City and County to secure funds and resources for the organization, functional and/or operational area(s).

Solves funding issues by authorizing transfers of unspent funds from other sources or requesting budget supplements.

Provides financial approvals in the absence of the executive within established guidelines or limits.

Manages the budget and has fiscal oversight responsibilities for assigned area(s) and associated programs and projects (i.e., identifies budget requirements and allocates and reallocates secured resources, establishes expense limits, authorizes expenditures, and other financial activities).

DECISION MAKING

Serves as a strategic advisor, suggesting short- and long-term actions, decisions or positions for executives to adopt.

Makes short and long-term precedent-setting decisions impacting multiple functional and/or operational areas.

Possesses discretion in decision-making and establishing policy for assigned area(s).

Participates in discussions as the organizational representative to stand in for higher level managers and executives and provides support in the decision-making process.

Advocates and defends final decisions. May be overruled by one or more executives within the organization or City.

Discusses and recommends solutions to issues potentially affecting others beyond the scope of the assigned area(s) and those issues with major consequence (i.e., legal, social, or economic) with higher-level managers/executives.

Delegates decision-making responsibility and authority over assigned area(s) to subordinate staff as appropriate.

LEADERSHIP

Creates strategies for the organization and/or the assigned sub-components of the organization to meet overall goals and objectives.

Maintains external awareness, monitoring conditions, trends, innovations and practices that may have implications for the organization. Incorporates systems thinking to help lead change that supports continuous improvement.

Serves as a leader to organization-wide initiatives and practices.

Coaches, mentors and challenges subordinate managers, supervisors and/or other staff or stakeholders.

PLANNING AND ORGANIZING

Makes recommendations for and participates in developing and modifying the organization's strategic plan.

Fulfills executive's requests to chair and/or serve on committees and task forces on behalf of or for the organization.

Oversees and lends expertise to multiple programs and projects.

Establishes objectives and strategies for assigned area(s).

Ensures programs and projects keep to schedules and are accomplished within budget projections.

HUMAN RESOURCE MANAGEMENT

Drives staff development initiatives to instill shared values and enhance core competencies across functions, operations and/or the organization.

Approves staffing plans and programs.

Directs the implementation of human resource policies, practices and procedures.

Participates in citywide initiatives to make improvements to human resource policies, practices and guidelines.

Supports and models sound human resource management practices within the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Establishes and/or approves individual performance plans for direct reports, provides coaching and feedback, and conducts performance reviews.

Initiates and implements programs to develop, build upon and encourage performance strengths of subordinate supervisors and/or staff.

Provides guidance and advice to subordinate supervisors regarding human resource matters.

Confers with higher-level managers/executives, Human Resource and/or legal advisors to determine appropriate decision/action with discipline and/or grievance matters.

POLICY AND PROCEDURES MANAGEMENT

Develops or establishes standards, procedures, systems and/or guidelines for subordinate managers, supervisors, and/or staff.

Influential contributor for establishing framework and adopting policies for the organization. May contribute to and provide strategic advice toward development of policies applicable Citywide.

Approves standards, procedures, practices and guidelines that impact assigned functional and/or operational area(s) and directs their implementation.

Provides for training opportunities that support implementation and ongoing compliance with new or revised policies, procedures, rules and regulations.

Implements and maintains policies and procedures set forth by the executive and other policy-making bodies.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Persuading and Political Influence - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Knowledge & Skills

None

Level of Supervision Exercised

Directs multiple divisions of a department and must supervise directors, managers, supervisors, and may supervise individual contributors.

Education Requirement

Bachelor's Degree.

Experience Requirement

Five (5) years of leadership experience, which must have included director-level management responsibilities.

One (1) year of management experience must include budget and fiscal oversight responsibility, evaluation of business processes, and policy and decision making experience with planning and organizing multiple programs, projects, operations or functions.

Education & Experience Equivalency

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure & Certification

None

Working Environment

Pressure due to multiple calls and inquiries.
Subject to many interruptions.
Subject to varying and unpredictable situations.
Subject to long irregular hours.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.
Repetitive motions: Making frequent or continuous movements.
Sitting: Remaining in a stationary position.
Talking: Communicating ideas or exchanging information.

Background Check Requirement

Criminal Check
Employment Verification
Education Check

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-17
FLSA Code: Y
Established Date: 12/14/2018
Established By: LS
Revised Date: 3/19/2025
Revised By: BM
Class History: 11/27/2022 - Revised pay grade as a result of CN1746; 7/1/24 – Revised Experience Requirement; 3/19/25 – Updated Distinguishing Characteristics.