

# Deputy Directors...roles, responsibilities, etc

# How we got there



- Created a new position – Director of Planning and Programs
- Established Deputy Director ‘Designation’ (20%-30% time)
- Transferred planning staff direct reports to Deputy
- Annual Performance Eval reviews

# Duties of the position

- Day-to-day leading + supervising of staff
- Projects/program budgets
- Monitoring progress against the work program
- ‘Hopper’ monthly hourly update on projects

# Benefit to the agency

- Depth of knowledge across programs, finances, policies
- Day-to-day advisement to staff
- Internal professional advancement
- Stability for agency in transitions (staff, leadership team)
- Externally partners recognize multiple leaders

# Limitations of the role

- Final employment decisions
- Agency expenses
- Orientation to agency-first mindset
- Breadth of relationships
- Board/staff meetings