

PIMA COUNTY CURRENT JOB LISTINGS OPEN TO THE PUBLIC

HOW TO APPLY:

- Applicants must file a separate Pima County Application Form/Supplement for each classification of interest with Pima County Human Resources.
- To be considered, the application must be received no later than the closing date at 5:00 p.m.
- RESUMÉS ARE NOT ACCEPTED IN LIEU OF AN OFFICIAL APPLICATION unless stated.
- Resumés may be attached to the completed application only for grades 35 and above.
- Applications, supplemental forms and class specifications are available at the Pima County Human Resources Department, 150 W. Congress, 4th Floor, Tucson, Arizona 85701 or on our website at www.pima.gov/hr.

Applications determined qualified for the classification(s) for which applied, will remain in the active file for potential referral for **six months** unless otherwise notified. Applicants are requested to furnish, at their own expense, documentary proof of formal education e.g. course work or degree(s), certification, registration, license, membership in association or any other proof of competency, only if required in the official classification description or announcement. Appointed eligible applicants will also be required to document citizenship or present authorization to work in the U.S. prior to starting employment.

Last update: 2/3/12 4:30 p.m.

TRADES MAINTENANCE (TM) SPECIALIST – 0912 HE (HEAVY EQUIPMENT/HEAVY TRUCK MECHANIC)

OPENING: JANUARY 27, 2012

CLOSING: FEBRUARY 10, 2012, 5:00 p.m.

Grade: 38 Minimum Annual Starting Salary: \$34,775

Minimum Qualifications: Completion of an industry-recognized apprenticeship program in Heavy Equipment or Heavy Truck repair and one year of journey-level experience in the same. (Relevant education may substitute for up to six months of the aforementioned experience.) **OR** Five years of journey-level experience in Heavy Equipment/Heavy Truck repair. (Relevant education may substitute for up to two and one half years of the aforementioned experience.) **OR** Two years of experience with Pima County as a Trades Maintenance (TM) Technician in Heavy Equipment/Heavy Truck repair. (Relevant education may substitute for up to one year of the aforementioned experience.)

Licenses and Certificates: A valid Arizona Commercial Driver's License (CDL) with Haz-Mat endorsement is required at the time of appointment. Failure to maintain a current Arizona Commercial Driver's License (CDL) with the appropriate endorsements may be grounds for termination.

Preferred Qualifications:

1. Considerable knowledge and experience repairing and maintaining off-road equipment commonly used in road construction and earth moving.
2. Experience with heavy equipment electrical systems, hydrostatic drives, hydraulic systems and tracks.
3. Considerable knowledge and experience with the mechanical components and operating characteristics of diesel and gasoline engines.
4. Supply own tools with the exception of specialty tools.

This position is in the Heavy Equipment Division of the Pima County Fleet Services Department.

ITD – COMMUNICATIONS ENGINEER - 4723

OPENING: JANUARY 27, 2012

CLOSING: FEBRUARY 10, 2012, 5:00 P.M.

Grade: 62 Minimum Annual Starting Salary: \$59,970 - \$88,168 DOE

Job Description: The Information Technology Department of Pima County has an opening for the position of Communications Engineer. The successful candidate will be responsible for the design of network connectivity and the equipment needed in support of the Pima County enterprise network. Position will focus on the County datacenter, Security, LAN/WAN, VoIP and SONET environments. The position will include documentation of the design, training and mentoring of other networking staff members and will require the ability to work closely with other staff on multidisciplinary teams during the design and implementation process of the Pima County datacenter. The position will require evaluation of design proposals as they relate to Pima County business needs and the requirements for disaster recovery in the county enterprise. This role requires functional, technical and leadership skills with a strong ability to think conceptually and strategically. The successful candidate must be able to work independently and participate on or lead cross-functional teams and be able to effectively present ideas to senior management. The successful candidate must possess excellent communications, interpersonal, and problem solving skills with the ability to document concisely and present designs to team members. This position is responsible to ensure that a highly reliable, recoverable, and scalable environment is implemented and maintained to meet County-wide public safety and departmental requirements based on defined SLA's for stakeholders within the entire County Enterprise Network Infrastructure.

Minimum Qualifications: A Bachelor's degree from an accredited college, university or technical trade school with a major in computer science, computer engineering, management information systems (MIS), or a closely related field as and four years work experience in the maintenance & administration of client communications hardware and software infrastructure, and two years experience in the maintenance & administration of an IP based communications environment. (Note: the experience identified may be obtained concurrently.)

OR An Associate's degree from an accredited college, university or technical trade school with a major in computer science, computer engineering, management information systems (MIS) and six years work experience in the maintenance & administration of a client communications hardware and software infrastructure environment and two years experience in the maintenance & administration of an IP based communications environment. (Note: the experience identified may be obtained concurrently.) (Additional relevant work experience/education from an accredited college, university or technical school may be substituted.)

Special Notice Items: This position requires the satisfactory completion of a personal background investigation, polygraph examination and/or pre/post-appointment drug-testing by law enforcement agencies due to need for access to law enforcement, corrections or court facilities, property and associated confidential and sensitive information, documents, communications and data base systems. **A resume is required with completed application.**

Preferred Qualifications:

1. A minimum of seven (7) years current experience implementing and maintaining Cisco networking equipment in a 3 layer enterprise environment.
2. A minimum of five (5) years current experience working with Cisco routing platforms (i.e. 2800, 2900, 3800 and 3900 series routers) and chassis based switching platforms (i.e. 4500 and 6500 series switches).
3. A minimum of one (1) year current experience implementing and maintaining Cisco SONET equipment (i.e. ONS 15310 and ONS 15454 platforms) in an enterprise environment.
4. A minimum of three (3) years current experience developing technical design requirements for bids and RFPs.
5. A minimum of three (3) years current experience and strong knowledge of commercial provider bandwidth concept development, deployment, and support.

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6. A minimum of five (5) years current experience implementing and configuring VPN and firewall solutions using Cisco IOS, ASA and FWSM based solutions.
7. A minimum of four (4) years experience working on and leading project teams for enterprise networking solutions.
8. A minimum of five (5) years current experience creating network designs and documentation using Microsoft Office tools and Microsoft Visio.

This position is in the Enterprise Computing Division of the Information Technology Department.

ITD – RELATIONSHIP MANAGER – 4757 SS

OPENING: JANUARY 27, 2012

CLOSING: FEBRUARY 10, 2012, 5:00 P.M.

Grade: 65 Minimum Annual Starting Salary: \$64,428 - \$94,811 DOE

Job Description: This position is responsible for working within a customer segment to deliver and support IT solutions that enable customers to meet their strategic objectives. The successful candidate will establish relationships with customers; be able to manage a technical team to identify and document requirements; plan, develop, implement and support both custom and off-the-shelf solutions. He/she must be able to develop and manage a project plan, have a track record of successful projects, understand the importance of customer service and have a can-do attitude.

Minimum Qualifications: A Bachelor's degree from an accredited college, university or technical trade school with a major in computer science, computer engineering, management information systems (MIS), or a closely related field and four years of project management experience involving application development and maintenance. **OR** An Associate's degree from an accredited college, university or technical trade school with a major in computer science, computer engineering, management information systems (MIS), or a closely related field and six years of project management experience involving application development and maintenance. Additional relevant work experience and/or education from an accredited college, university or technical trade school may be substituted.

Special Notice Items: This position requires the satisfactory completion of a personal background investigation, polygraph examination and/or pre/post-appointment drug-testing by law enforcement agencies due to need for access to law enforcement, corrections or court facilities, property and associated confidential and sensitive information, documents, communications and data base systems. **(Ensure experience/information provided demonstrates the required and preferred qualifications on the Application). A resume is required with completed application.**

Preferred Qualifications:

1. Two (2) years experience managing and leading an Information Technology organization delivering application services directly to a department or multiple departments which includes production support, business system analysis, and maintenance / prioritization of business activities.
2. Two (2) years experience developing an Information Systems Plan collaboratively with a specific customer segment and associated budget inclusive of ongoing project portfolio management and governance.
3. Two (2) years experience developing Business System proposals, cost benefit analysis and/or RFI/RFP documents associated with platform selection and subsequent contract negotiation.
4. Four (4) years experience managing commercial-off-the-shelf (COTS) software implementation projects from inception to finish including responsibility for a diverse team of individuals from highly technical to business subject-matter-experts.
5. Four (4) years experience using a robust Project Management methodology (traditional waterfall model and/SDLC or RAD/Agile/Scrum) to lead enterprise implementations with overall project management responsibilities including all phases of the SDLC.
6. Experience preparing for and executing senior management communications including project status, monthly briefings, and other types of critical communications that require above-average writing and communication skills.

This position is in the Support Services Division of the Information Technology Department.

IT – APPLICATIONS ANALYST – 4745

OPENING: JANUARY 27, 2012

CLOSING: FEBRUARY 17, 2012, 5:00 P.M.

Grade: 63 Minimum Annual Starting Salary: \$61,420 - \$90,329 DOE

Job Description: The Pima County Information Technology Department is seeking individuals to assume key roles in the County's Support Services, Public Works, and Health and Medical segments, with responsibility for assessing, developing, implementing and supporting customer solutions. In addition, there are technical positions open supporting the implementation of a large ERP system. The successful candidates will have a mix of project management, business system analysis, communications and software integration skills and understanding. Responsibilities include: interfacing with customers to understand business needs and processes; defining and documenting business requirements; providing system validation and user training; supporting existing client applications; and planning, leading and/or participating on system deployment teams.

Minimum Qualifications: A Bachelor's degree from an accredited college, university or technical trade school with a major in computer science, computer engineering, management information systems (MIS), or a closely related field and four years work experience in software development and maintenance. **OR** An Associate's degree from an accredited college, university or technical trade school in computer science, computer engineering, management information systems (MIS), or a closely related field as and six years work experience in IT software development and maintenance. (Additional relevant work experience and/or education from an accredited college, university or technical trade school may be substituted.)

Special Notice Items: This position requires the satisfactory completion of a personal background investigation, polygraph examination and/or pre/post-appointment drug-testing by law enforcement agencies due to need for access to law enforcement, corrections or court facilities, property and associated confidential and sensitive information, documents, communications and data base systems. **A resume is required with completed application.**

Be specific in describing your experience. Ensure the descriptions provided illustrate your competencies, specifically addressing the required and preferred qualifications.

Preferred Qualifications:

1. Two or more years in the last 5 years performing business systems analysis; including examination of current business processes/practices, design of enhanced processes (driven by business need), and writing functional/business specifications.
2. Five years functioning in a front-line customer-facing role to elicit and document detailed requirements.
3. A minimum of two years experience leading small to medium sized implementations, including planning and managing technical resources and personnel.
4. A minimum of two years experience using a robust Project Management methodology to lead enterprise implementations with overall project management responsibilities.
5. Two years' experience in the implementation, configuration, and integration of commercially-available software (COTS) packages.
6. Two years' experience using XML and MS SQL 2005/2008.

There are **six (6) positions** in the Information Technology Department.

TRADES MAINTENANCE SPECIALIST – 0912 HV (HVAC)

OPENING: FEBRUARY 3, 2012

CLOSING: FEBRUARY 10, 2012, 5:00 p.m.

Grade: 38 Minimum Annual Starting Salary: \$34,775

Minimum Qualifications: Completion of an industry-recognized apprenticeship program in heating, ventilation and air conditioning and one year of journey-level experience in the same. (Relevant education may substitute for up to six months of the aforementioned experience.) **OR** Five years of journey-level experience in the operation, repair or maintenance of heating, ventilation and air conditioning. (Relevant education may substitute for up to two and one half years of the aforementioned experience.) **OR** Two years of experience with Pima County as a Trades Maintenance (TM) Technician in heating, ventilation and air conditioning. (Relevant education may substitute for up to one year of the aforementioned experience.)

Licenses and Certificates: A valid Class D Arizona Driver's License is required at time of appointment.

Special Notice Items: A post offer medical screening is required of the successful candidate prior to employment.

Preferred Qualifications:

1. A minimum of five years experience in diagnostics of refrigerant systems, HVAC and service work.
2. Must be universally certified in proper refrigerant practices.
3. Experience with chillers, low temp, compressors, industrial and commercial systems, operation and maintenance.

This position, **requiring on-call hours**, is in the Refrigeration Shop, a division of the Facilities Management Department.

ACCOUNTANT-SENIOR - 1357

OPENING: FEBRUARY 3, 2012

CLOSING: FEBRUARY 10, 2012, 5:00 p.m.

Grade: 44 Minimum Annual Starting Salary: \$39,731

Minimum Qualifications: A Bachelor's degree from an accredited college or university with a major in accounting or a closely related field and one year of professional accounting experience.

OR One year with Pima County as an Accountant. (Additional relevant education from an accredited college or university and/or experience may be substituted.)

Preferred Qualifications:

1. A Bachelor's degree in business or accounting or an Associate's degree with two years of accounting work experience.
2. Experience with account reconciliations, such as cash, capital assets, and payroll.
3. Experience using Microsoft Office programs, such as Outlook, Word and Excel.
4. Knowledge of financial statements and adjusting entries.
5. Experience with governmental accounting.
6. Must be detail oriented.

This position is in the Financial Control and Reporting Division of the Finance and Risk Management Department.

ENVIRONMENTAL PLANNING MANAGER - 2368

OPENING: FEBRUARY 3, 2012

CLOSING: FEBRUARY 10, 2012, 5:00 P.M.

Grade: 59 Minimum Annual Starting Salary: \$55,826

Minimum Qualifications: A Bachelor's degree from an accredited college or university with a major in planning, resource management, environmental engineering or a related field, and four years of experience in planning of which two years involved environmental or natural resource planning appropriate to area of assignment. (Additional relevant experience and/or education from an accredited college or university may be substituted.)

Preferred Qualifications:

1. Experience with goal setting, development, implementation and evaluation of program activities consistent with strategic objectives.
2. Experience evaluating personnel, program performance and preparing and administering a budget for a program.
3. Experience communicating complex operational, regulatory compliance and public policy issues to upper management and the general public.
4. Experience monitoring and evaluating state, federal and local regulatory and legislative changes relating to the National Ambient Air Quality System (NAAQS).
5. Experience implementing and enforcing compliance with Standard Operating Procedures.
6. Experience monitoring network assessments to assure compliance with EPA regulations.
7. Experience providing guidance to staff on siting, set up and operation of air quality monitoring sites.

This position is in the Air Monitoring Program division of the Department of Environmental Quality.

LEGAL SECRETARY - 3143

OPENING: FEBRUARY 3, 2012

CLOSING: FEBRUARY 10, 2012, 5:00 p.m.

Grade: P2 Minimum Hourly Starting Salary: \$12.94 DOE

Minimum Qualifications: An Associate's degree or a certificate of completion from an accredited college or technical school as a legal secretary. **OR** Successful completion of course work in legal terminology or legal office procedures from an accredited school and one year of legal clerical experience involving the preparation and processing of legal documents or providing legal clerical support to an attorney. (Additional relevant education from an accredited college or technical school and/or experience may be substituted.)

Special Notice Items: Due to the need for access to courts, law enforcement, detention or correctional facilities, some positions in this classification may require satisfactory completion of a personal background investigation by law enforcement agencies.

Preferred Qualifications:

1. Bilingual (English/Spanish)

This position is with the Public Defender's Office.

LIBRARY ASSOCIATE - 6105

(1st PREFERENCE GIVEN TO LIBRARY DEPT EMPLOYEES AS A PROMOTIONAL OPPORTUNITY)
(PREFERENCE GIVEN TO PIMA COUNTY EMPLOYEES AS A PROMOTIONAL OPPORTUNITY)

OPENING: FEBRUARY 3, 2012

CLOSING: FEBRUARY 10, 2012, 5:00 p.m.

Grade: 35 Minimum Hourly Starting Salary: \$15.70

Minimum Qualifications: A Bachelor's degree from an accredited college or university.
OR Former employees of the City of Tucson who transferred to Pima County as a Library Associate.

A supplemental application is required and must be submitted at time of application. The "Library Associate Supplement" is available online at www.pima.gov/hr/forms.html.

Library branches are staffed between the hours of 8:00 am and 8:00 pm, seven days per week, in order to cover availability to the public. **Schedules/work days will vary** between these hours of operation. Work location may change as required to provide coverage.

Preferred Qualifications:

1. Specialized educational training in Library and Information Science.
2. Prior library work or volunteer experience.
3. Experience training, teaching, or providing instruction in a classroom or other formal setting.
4. Current knowledge of electronic resources and information searches using library databases, catalog and other unique resources available through the public library.
5. Direct customer service experience providing assistance to a diverse user population.
6. Multi-lingual fluency.

There are **5 full-time and 2 part-time positions** in the Pima County Library Department.

CIVIL ENGINEERING ASSISTANT-SENIOR - 2313

OPENING: FEBRUARY 3, 2012

CLOSING: FEBRUARY 17, 2012, 5:00 P.M.

Grade: E2 Minimum Annual Starting Salary: \$51,342 – 72,574 DOQ

Minimum Qualifications: A Bachelor's degree from an accredited college or university with a major in civil engineering and two years of pre-registration civil engineering experience. (A Master's degree from an accredited college or university with a major in civil engineering may substitute for one year of the aforementioned two years of pre-registration civil engineering experience.)

OR Six years of pre-registration civil engineering experience. (Certification as an Engineer-in-training in the State of Arizona may substitute for four years of the aforementioned six years of pre-registration civil engineering experience.)

OR A Bachelor's degree from an accredited college or university with a major in a related engineering field, such as, but not limited to: mechanical, electrical, or chemical engineering, or in a physical or biological science and three years of pre-registration civil engineering experience. (A Master's degree from an accredited college or university with a major in one of the related engineering fields or in a physical or biological science may substitute for one year of the aforementioned three years of pre-registration civil engineering experience.)

OR Two years with Pima County as a Civil Engineering Assistant.

Preferred Qualifications:

1. Water and sewer design experience.
2. AutoCAD / drafting experience.
3. Pre-Registration Engineer with a civil engineering major – water and sewer emphasis.

This position is in the Planning and Engineering division of the Regional Wastewater Reclamation Department.

CONSTRUCTION MANAGER ASSISTANT - FM - UNCLASSIFIED - 7135

OPENING: FEBRUARY 3, 2012

CLOSING: FEBRUARY 10, 2012, 5:00 P.M.

Grade: U1 Minimum Hourly Starting Salary: \$18.00

Desired Qualifications: A Bachelor's degree from an accredited college or university with a major in construction management, construction science, building sciences or a closely related field.

Special Notice Items: All positions are subject to the following: high-noise levels from equipment, extremes of heat, cold, prolonged exposure to the sun, wind, and inclement weather. All positions require the ability to ascend and descend ladders and stairs to reach work platforms and job sites.

This is an unclassified position, not subject to the Pima County Merit System Rules.

Licenses and Certificates: A valid Class D Arizona driver's license is required at time of appointment. Failure to maintain the required licensure shall be grounds for termination.

Preferred Qualifications:

1. Minimum of a four year degree from an accredited college or university in Construction Management, Construction Science, Building Sciences or a closely related field.
2. Knowledge of materials testing, building codes, and demonstrated ability to read, review and understand construction documents.
3. Must have knowledge of construction project management practices and principles.
4. Familiarity with common vertical construction terminology.
5. Ability to access and navigate active construction site(s).
6. Ability to assist senior construction manager(s) with construction document management and control including review and processing of construction schedules, pay applications, shop drawings, RFI's, change orders, close-out documents and warranties.
7. Ability to assist senior construction manager(s) with review of partial construction documents including constructability review, value engineering and preventative maintenance.
8. Must have experience using Microsoft Office (Excel, Word, PowerPoint).

This position is in the Construction Management division of the Facilities Management Department. The person in this position will be working and coordinating with county management, department representatives and outside contractors.

IT-TECHNICAL SUPPORT ANALYST - 4716

OPENING: FEBRUARY 3, 2012

CLOSING: FEBRUARY 17, 2012, 5:00 P.M.

Grade: 56 Minimum Annual Starting Salary: \$51,975 – \$76,957 DOE

The successful candidate will be responsible for: monitoring the health of the Recorder's Office systems; Unix Administration; monitoring and maintaining Xiotech SAN, Office Citrix Environment and Virtualization environment (including new server provisioning and builds and maintenance of existing virtual machines); planning, designing, installing, configuring and maintaining Servers; and supporting daily operations through Help Desk requests.

Minimum Qualifications: A Bachelor's degree from an accredited college, university or technical trade school with a major in computer science, computer engineering, management information systems (MIS), or a closely related field.

OR An Associate's degree from an accredited college, university or technical trade school with a major in computer science, computer engineering, management information systems or a closely related field and two years work experience in information technology, which includes the maintenance and administration of Client computing or communications hardware and software infrastructure. (Additional relevant work experience/education from an accredited college or university may be substituted.)

Special Notice Items: A valid Class D Arizona Driver's License is required at time of appointment. Must be registered to vote in Pima County at time of appointment.

Preferred Qualifications: Recent hands on experience (within the last five years) supporting customers and applications:

1. 5+ years Unix Administration – Linux strongly preferred, Sun Solaris a definite plus.
2. 1+ years Storage Administration
3. 1+ year Virtualization environments.
4. 1+ year Net backup.
5. 1+ year SAN administration.
6. 1+ year Citrix administration.
7. 1+ year Cisco firewall.

This position, requiring **occasional evening and weekend hours**, is in the Information Technology division of the Recorder's Office.

IT – APPLICATIONS ENGINEER - 4743

OPENING: FEBRUARY 3, 2012

CLOSING: FEBRUARY 17, 2012, 5:00 P.M.

Grade: 63 Minimum Annual Starting Salary: \$61,420 – \$90,329 DOE

The successful candidate will be a project leader giving support and direction to IT team members in various technology areas (server, network, storage, virtualization, application development, network security, etc) and in the analysis, development and implementation of new applications that interface with databases using C# and ASP.net. Responsibilities include evaluating new technologies based on system requirements; making recommendations for enterprise solutions to management; and performing data mining related to summarization, anomaly detections and trending per customer requests.

Minimum Qualifications: A Bachelor's degree from an accredited college, university or technical trade school with a major in computer science, computer engineering, management information systems (MIS), or a closely related field, and four years of work experience in software development and maintenance, and two years of work experience in the development and maintenance of database systems. (Experience requirements may be achieved concurrently.)

OR An Associate's degree from an accredited college, university or technical trade school and six years of work experience in information technology software development and maintenance and two years of work experience in the development and maintenance of database systems. (Experience requirements may be achieved concurrently.) (Additional relevant work experience and/or education from an accredited college, university or technical trade school may be substituted.)

Special Notice Items: A valid Class D Arizona Driver's License is required at time of appointment. Must be registered to vote in Pima County at time of appointment.

Preferred Qualifications:

1. 5+ years recent experience developing in C#.
2. Application analysis and development skills using ASP.net development tools.
3. Experience with Oracle and SQL Server database platforms.
4. Knowledge of the Citrix environment is desirable.
5. Experience in developing applications that incorporate the following image processing functionalities:
 - a. Image acquisition from various sources including TWAIN, file system, screen, etc.
 - b. Image display.
 - c. Image processing/document cleanup using OCR, OMR, Barcode recognition, annotation.
6. Web application development skills.
7. Quality Assurance experience.
8. Experience migrating legacy applications.

This position, requiring **occasional evening and weekend hours**, is in the Information Technology division of the Recorder's Office.

OPEN UNTIL FILLED POSITIONS

Last Update: 2/3/12

VETERINARIAN – 3403

CLOSING: OPEN UNTIL FILLED

Grade: 63 Minimum Annual Starting Salary: \$61,420 - \$90,329 DOQ

Minimum Qualifications: Graduation from an accredited school of veterinary medicine with a doctoral degree in Veterinary Medicine (DVM) or (VDM).

Licenses and Certificates: A current Arizona license to practice veterinary medicine (per A.R.S. 32-2215 et seq) and a current Drug Enforcement Agency (DEA) license for the prescription and administration of controlled substances is required at the time of appointment. A current Arizona Class D Driver's License is required at the time of appointment. Failure to maintain licenses required as a condition of employment shall be grounds for termination.

Special Notice Items: Within nine months of appointment, employees must receive the full series of pre-exposure rabies immunizations. Medical inability to be immunized or previous immunization must be verified by the County Physician prior to employment. Recommended boosters are required for the duration of employment unless medically excused or physiologically unable to develop immunity.

This position requires the successful completion of a post employment offer background and motor vehicle record check.

Preferred Qualifications:

1. Experience doing spay/neuter surgery.
2. Veterinary experience in an animal shelter.

This position is in the Pima Animal Care Center of the Health Department

ADMINISTRATIVE SPECIALIST – SENIOR - 1814

CLOSING: OPEN UNTIL FILLED

Grade: 42 Minimum Annual Starting Salary: \$37,936

This position is responsible for coordinating activities for the conduct of all school district elections for the Superintendent of Schools. This position will also be the Archives Coordinator.

Minimum Qualifications: A Bachelor's Degree from an accredited college or university with a major in public administration, business administration, management, or a closely related field and two years of professional experience in public or business administration. (Relevant professional experience may substitute for the aforementioned education) **OR** Three years with Pima County as an Administrative Specialist or closely related professional administrative classification.

Licenses and Certificates: This position will require the successful candidate to become a Certified Elections Officer within one year of selection. Failure to obtain certification may be grounds for termination.

Preferred Qualifications:

1. Experience conducting school district governing board and special elections.
2. Experience with understanding and implementation of statutes, regulations, and policies that apply to school district elections.
3. Experience working in a school district setting to include school district elections.
4. Professional experience with public contact and customer service skills.
5. Current Arizona Notary Public or ability to obtain certification.

This position is in the Administration Division of the Superintendent of Schools.

ADMINISTRATIVE SERVICES SPECIALIST-COUNTY ATTORNEY – 3162 (VB.NET PROGRAMMER/ANALYST)

OPENING: FEBRUARY 3, 2012

OPEN UNTIL FILLED

(FIRST SCREENING: FEBRUARY 27, 2012)

Grade: P4 Minimum Annual Starting Salary: DOE

The Pima County Attorney's Office is currently seeking a VB.NET Programmer/Analyst to join our team of software developers.

Minimum Qualifications: A Bachelor's degree from an accredited college or university with a major in business, public administration, management, management information systems or a closely related field. (Relevant professional experience and/or education from an accredited college or university may be substituted.) (Relevant paraprofessional experience may be substituted on a two-to-one basis.) **OR** Three years of experience with Pima County as an Administrative Services Support-County Attorney.

Special Notice Items: All positions require the successful completion of a background investigation due to the need for access to detention, corrections and/or law enforcement facilities or associated confidential information, documents and materials. **Salary dependent upon qualifications.**

Responsibilities of the person who holds this position may include: Conduct and document analyses of existing systems, procedures, and processes; Assist in developing functional specifications for new applications; Develop, test, implement, maintain, and support application solutions; Consult with users to prototype, refine, test, and debug programs; Write and maintain technical and user documentation.

Required Qualifications:

1. BA or BS in a computer related field, or equivalent work experience.
2. A minimum of 3 to 5 years of experience in .NET software development and/or systems analysis.

Preferred Qualifications:

1. Knowledge of Object Oriented design and development practices.
2. Experience using VB.NET, ASP.NET, ADO, HTML, JavaScript, Web Services, and XML.
3. Experience with Microsoft Visual Studio 2005, 2008, or 2010 and related development tools.
4. Familiarity with IIS 6 and/or 7.
5. Familiar with Web 2.0 technologies including AJAX.
6. Experience using SQL Server 2005 and/or 2008 DDL and DML.
7. Effective written and oral communications skills.
8. Effective interpersonal skills.
9. Ability to work independently as well as in a team environment.

This position is with the Pima County Attorney's Office.

LIBRARY DIRECTOR - 7589

OPENING: DECEMBER 30, 2011

CLOSING: OPEN UNTIL FILLED

Grade: U5 Salary Range: \$85,350-\$152,781 DOE

Pima County government is seeking a dynamic, creative and experienced leader for the position of Library Director. This position reports to the County Administrator and is responsible for planning, organizing and directing all functions and activities of the Pima County Library, including the establishment of library policies, goals and objectives. The Library Director is responsible for establishing, administering and implementing a comprehensive Library services program designed to meet the educational, information, cultural and recreational needs of the community.

Minimum Qualifications: A Master's degree in Library Science (MLS) or Library Information Science (MLIS) from an American Library Association accredited college or university and at least 5 years of senior management or executive experience in the administration of a multi-branch public-sector library system.

Licenses and Certificates: Must be eligible for certification by the Arizona State Board of Library Examiners at time of appointment. A valid Arizona Class D driver's license is required at time of appointment.

This is an unclassified position, not subject to the Pima County Merit System Rules.

Preferred Qualifications:

1. Experience in budgeting and budget management
2. Experience in strategic planning and change management
3. Experience working with library support organizations similar to Friends of the Library
4. Experience managing libraries that serve/reach out to low income, youth and minority communities

HOW TO APPLY FOR THIS POSITION:

Please submit via mail, fax or email (as MS Word or PDF attachment), a letter of application, resume and 3 letters of reference to:

Colin Smith, HR Division Manager
Pima County Human Resources
150 W. Congress, 4th floor
Tucson, AZ 85701
Colin.smith@pima.gov
520-620-1487 (fax)

This position is in the Administration Division of the Pima County Library.

ADMINISTRATIVE SERVICES-TECHNICAL SUPPORT-CA - 3159

CLOSING: OPEN UNTIL FILLED

Grade: P3 Minimum Hourly Starting Salary: DOE

Minimum Qualifications: An Associate's degree from an accredited college, university, or vocational/trade school in computer science, management information systems, geographic information systems, computer aided drafting and design, or a closely related field, and one year of experience in one or more of the aforementioned fields.

OR Three years of experience performing work in one or more of the following computer environments: (1) networking and data communications; (2) user orientation and technical support; (3) installation, configuration, updating, testing, troubleshooting and repair of computer systems, cell PDA phones, PDA devices, networks, databases, and/or applications; (4) technical support; (5) basic development and maintenance of web sites; (6) planning, design and implementation of minor information systems or projects; (7) development of data reports from various information sources and databases; (8) media-video editing and rendering.

Other Requirements: Background Check: All applicants must pass a criminal history background investigation prior to appointment due to the need for access to law enforcement, detention or correctional facilities records or information systems.

This **intermittent** position is with the Pima County Attorney's Office.

EDUCATION SERVICE COORDINATOR – 7115 (TEACHER)

OPEN UNTIL FILLED

Grade: U2 Minimum Annual Starting Salary: \$39,392

Desired Qualifications: (This is a teaching position)

1. A four year college degree from an accredited college or university in Education or other related subject area.
2. Experience in teaching in a formal educational setting.
3. Ability to relate well to youth ages 16 to 21.
4. Experience in working with at-risk youth.
5. Meets the requirements for Highly Qualified Teacher in their subject area as listed in No Child Left Behind rubric.

Licenses and Certificates: Possession of valid, current Arizona Classroom Teacher Certification, and a valid State of Arizona Fingerprint Clearance card.

Preferred Qualifications:

1. Classroom teaching experience in math, reading, English, Science, or Social Studies.
2. Certification for teaching at the secondary level.
3. Experience in a school-to-work program.
4. Bilingual: English-Spanish.

This **unclassified position is** in the Pima Vocational High School, a Division of the Community Resources Department.

**CLERK-SENIOR-UNCLASSIFIED – 7010 T
(TOHONO O’ODHAM VOTER REGISTRATION)
(PREFERENCE GIVEN TO NATIVE AMERICANS)**

CLOSING: OPEN UNTIL FILLED
Grade: U1 Minimum Annual Starting Salary: \$25,944

Desired Qualifications: Two years of experience performing office clerical tasks.
OR Two years of experience in transcription from electronic dictation equipment and production of documents. (Additional relevant experience and/or education from an accredited college or university may be substituted.)
OR One year of experience with Pima County in an administrative/clerical classification.

Licenses and Certificates: A valid Class D Arizona Driver's License is required at time of appointment.

Special Notice Item: Must be registered to vote in Pima County at time of appointment.

This is an unclassified position, not subject to the Pima County Merit System Rules.

Preferred Qualifications:

1. **Must be fluent in the Tohono O’odham language and English.**
2. Knowledge of Tohono O’odham tribal history, culture and government.
3. Must be eligible to vote in Pima County.
4. Must have experience interacting with the public.
5. Experience making public presentations a plus.

This position is in the Voter Registration Division of the Recorder’s Office. One of the primary functions of this position is to conduct voter registration outreach on the Tohono O’odham Nation. Familiarity with and travel in Nation territory will be necessary. Some **flexing of work schedule** including **occasional weekend** work will be required.

CIVIL ENGINEERING MANAGER - 2315

OPENING: DECEMBER 9, 2011
CLOSING: OPEN UNTIL FILLED
Grade: E4 Minimum Annual Starting Salary: \$65,276 - \$104,270 DOE

Minimum Qualifications: A Bachelor’s degree from an accredited college or university with a major in civil engineering and six years of professional civil engineering experience, including two years at the supervisory level or an equivalent combination of training and experience. (Additional relevant experience may be substituted).

Licenses and Certificates: Registration as a Professional Engineer or the ability to obtain registration in the State of Arizona within the probationary period of employment. A valid Arizona class D Driver’s License is required at the time of appointment or prior to completion of probation. Failure to obtain/maintain the required licensure/certification/registration shall be grounds for termination.

Preferred Qualifications:

1. Technical organizational management experience.
2. Supervisory experience.
3. Experience with traffic engineering concepts and principles.
4. Engineering project management experience.
5. Traffic or roadway design plan development or review experience.
6. Experience using verbal and written communication skills.

This position is in the Traffic Engineering Division of the Transportation Department.

CRIMINAL INVESTIGATOR/AZ POST CERTIFIED-COUNTY ATTORNEY - 3147

OPENING: DECEMBER 9, 2011

CLOSING: OPEN UNTIL FILLED

Grade: P4 Minimum Annual Starting Salary: DOE

Minimum Qualifications: A Bachelor's Degree from an accredited college or university with a major in law enforcement, law, criminal justice or a closely related field or five years investigative experience. (Additional relevant experience and/or education from an accredited college or university may be substituted.)

Licenses and Certificates: All positions are required to possess Arizona Peace Officer Certification or must be eligible to participate in and pass the Arizona Peace Officer Standards and Training (AZ POST) waiver examination by virtue of holding Peace Officer Certification from a state other than Arizona. Some positions may require possession of a valid Arizona Class D Driver's License at time of appointment. Failure to maintain the required licensure/certification shall be grounds for termination.

Special Notice Items: All positions require the successful completion of a background investigation due to the need for access to detention, corrections and/or law enforcement facilities or associated confidential information, documents and like materials. **Salary commensurate with qualifications.**

This **grant-funded** position is in the Investigations Division of the Pima County Attorney's Office.

PUBLIC FIDUCIARY ENTITLEMENTS SPECIALIST – 5348 (PREFERENCE GIVEN TO PIMA COUNTY EMPLOYEES AS A PROMOTIONAL OPPORTUNITY)

CLOSING: OPEN UNTIL FILLED

Grade: 30 Minimum Annual Starting Salary: \$29,568

Minimum Qualifications: Four years of experience performing paraprofessional administrative tasks related to the area of fiduciary, disability benefits, probate, estate planning, social security or Employment Retirement Income Security Act (ERISA) law. **OR** Valid certification as a legal assistant or legal paraprofessional from an accredited college or technical trade school and two years of experience performing paraprofessional administrative tasks related to the area of fiduciary, disability benefits, probate, estate planning, social security or Employment Retirement Income Security Act (ERISA) law. (Additional relevant experience and/or education, from an accredited school, may be substituted.)

Special Notice Items: Due to the need for access to courts, law enforcement, detention or correctional facilities, some positions in this classification may require satisfactory completion of a personal background investigation by law enforcement agencies. If employment is based upon possession of certification or licensure, failure to maintain the required licensure/certification shall be grounds for termination.

Preferred Qualifications:

1. Two to three years of experience in the application process for AHCCCS, ALTCS and other public benefits/entitlements.
2. Two to three years of experience verifying and applying for medical insurance and retirement benefits.
3. A minimum of one year of experience researching/developing administrative appeals for benefit denials.

This position is with the Public Fiduciary Department.

ITD – APPLICATIONS DEVELOPER – SR – 4741 SS (APPLICATION ADMINISTRATOR)

OPENING: DECEMBER 16, 2011

CLOSING: OPEN UNTIL FILLED

Grade: 60 Salary Range: \$57,174 - \$84,004 DOE

Job Description: The Pima County Department of Information Technology is seeking an Application Administrator to assume a key role on a large ERP implementation. This position is involved in most technical aspects of software applications and on-going support. Duties may include independent technical and analytical service of complex applications; development, deployment and enforcement of applications administration procedures; leading troubleshooting efforts and resolution of application support issues; monitoring assigned application environments for proper operation within required performance standards; lead or participate in root cause analysis.

Minimum Qualifications: A Bachelor's degree from an accredited college, university or technical trade school with a major in computer science, computer engineering, management information systems (MIS), or a closely related field and two years work experience in software development and maintenance. **OR** An Associate's degree from an accredited college, university or technical trade school with a major in computer science, computer engineering, management information systems (MIS), or a closely related field and four years of work experience in software development and maintenance. Additional relevant work experience and/or education from an accredited college, university or technical trade school may be substituted.

Special Notice Items: This position requires the satisfactory completion of a fingerprint and/or personal background investigation, polygraph examination and/or pre/post-appointment drug-testing by law enforcement agencies due to need for access to law enforcement, corrections or court facilities, property and associated confidential and sensitive information, documents, communications and data base systems. **A resume is required with the official Pima County application.**

Preferred Qualifications:

2 or more years, in the last 5 years, hands on experience supporting customers and applications by performing any of the following:

1. Installation, implementation, configuration and support of application software
2. Employment of diagnostic, analytical and conceptual skills in resolution of application issues
3. Experience in configuration and support of application scheduling tools (e.g. AdTempus or Microsoft Scheduler)
4. Development and maintenance of written procedures, work instructions or support documentation.
5. Report development skills (e.g. Crystal Reports, Business Objects or SSRS)

Other Requirements: Candidates must be able to provide "on-call" support on a rotating schedule.

This position is in the Support Services Division of the Information Technology Department.

ITD - APPLICATIONS ENGINEER – 4743 SQ (SQL SERVER/.NET)

CLOSING: OPEN UNTIL FILLED

Grade: 63 Minimum Annual Starting Salary: \$61,420 - \$90,329 DOE

Job Description:

Customer Segment Design, Maintenance and Support:

Assists with the development of project scopes, pilot system efforts, definitions of associated costs and evaluation of alternative delivery mechanisms to satisfy customer requests;

Refines conceptual requirements into detailed technical designs;

Performs unit testing and participates and assists in system testing and associated functional validations of business applications;

Serves as a project leader for teams performing technology related analysis, research, implementation, testing and maintenance;

Database Design, Modeling and Support:

Plans, develops and maintains relational databases over a variety of database platforms;

Participates in the development of database requirements and design specifications;

Models database systems, transforms database models and entities into database objects, implements database changes based on application development or enhancements;

Installs database management systems (DBMS) software, application software and other software related to DBMS administration;

Monitors and administers DBMS security using appropriate protocols;

Conducts system administration of database servers to function optimally with the DBMS;

Minimum Qualifications: A Bachelor's degree from an accredited college, university or technical trade school with a major in computer science, computer engineering, management information systems (MIS), or a closely related field and four years work experience in software development and maintenance, and two years work experience in the development and maintenance of database systems. (Experience requirements may be achieved concurrently.) **OR** An Associate's degree from an accredited college, university or technical trade school and six years work experience in IT software development and maintenance and two years work experience in the development and maintenance of database systems. (Experience requirements may be achieved concurrently.) Additional relevant work experience and/or education from an accredited college, university or technical trade school may be substituted.

Special Notice Items: This position requires the satisfactory completion of a fingerprint and/or personal background investigation, polygraph examination and/or pre/post-appointment drug-testing by law enforcement agencies due to need for access to law enforcement, corrections or court facilities, property and associated confidential and sensitive information, documents, communications and data base systems. **A resume is required with the official Pima County application.**

Preferred Qualifications:

1. 5+ years of supporting SQL Server databases 2000/2005/2008 in production and development environments; 2+ years supporting an enterprise SQL Server environment.
2. 5+ years of software development experience; 3+ years of experience with Microsoft .NET, ASP.NET, VisualBasic.NET or C#.NET.
3. 4+ years with developing database models, tables, stored procedures, views, SQL jobs and SSIS packages in SQL Server.

This position is in the Public Services Division of the Information Technology Department.

POSITIONS OPEN CONTINUOUSLY
(There may not be any actual positions available at this time)
Last Update: 2/3/12

LEGAL SECRETARY

Class Code 3143
Grade: P2
Starting Salary: \$12.94 DOE

MINIMUM QUALIFICATIONS: An Associate's degree or a certificate of completion from an accredited college or technical school as a legal secretary. **OR** Successful completion of course work in legal terminology or legal office procedures from an accredited school and one year of legal clerical experience involving the preparation and processing of legal documents or providing legal clerical support to an attorney. (Additional relevant education from an accredited college or technical school and/or experience may be substituted)

DUTIES: In direct support of legal functions and performs a variety of specialized legal secretarial tasks which require distinct knowledge of legal procedures, documentation and legal time constraints, and make independent decisions regarding the processing of legal documents. This classification has primary responsibility for completion of assigned tasks and functions by an attorney or paralegal.

PARALEGAL

Class Code 3145
Grade: P3
Starting Salary: \$15.00 DOE

MINIMUM QUALIFICATION: An Associates degree from an accredited college as a Paralegal or Legal Assistant. **OR** A certificate of completion in Paralegal or Legal Assistant studies from an American Bar Association (ABA) approved program at an accredited college or university. **OR** An Associate's, Bachelor's or Juris Doctorate degree from an accredited college or university in a related field such as law, business, legal secretary, criminal justice, political science, interdisciplinary studies, regional development, communications and 1 year of experience working in a legal setting, under direction of an attorney, performing functions consistent with paralegal or legal assistant duties.

DUTIES: Performs paraprofessional legal work assisting attorneys in case preparation. Work ranges from handling routine assignments to autonomous decision making in coordinating, processing and monitoring complex and specialized legal casework.

PARALEGAL SUPPLEMENTAL APPLICATION IS REQUIRED WITH COMPLETED APPLICATION. The supplement is available online at www.pima.gov/hr/forms.html.

ATTORNEY - UNCLASSIFIED

Class Code 7660

Grade: U3

Starting Salary: \$25.25 DOE

This is an unclassified position, not subject to the Pima County Merit System Rules.

DESIRED QUALIFICATION: Graduation from an accredited school of law.

LICENSES AND CERTIFICATES: Admission to the Arizona State Bar at time of appointment.

DUTIES: Coordinates and conducts professional legal work in areas such as the Office of the Pima County Attorney, Public Defender, Legal Defender, Public Fiduciary, or Court Appointed Counsel. Incumbents may be generalists or specialize in the area of law as related to the assignment.

ATTORNEY SUPPLEMENTAL APPLICATION IS REQUIRED WITH COMPLETED APPLICATION. The supplement is available online at www.pima.gov/hr/forms.html.

PUBLIC HEALTH NURSE

Class Code 4143

Grade: M2

Starting Salary: \$13.64 - \$32.82 DOQ

MINIMUM QUALIFICATION: A Bachelor of Science degree in Nursing (B.S.N.) From a nationally accredited college or university.

LICENSES AND CERTIFICATES: Possession of a current license to practice as a Registered Professional Nurse in the State of Arizona is required at the time of appointment, and must be maintained as a condition of employment. Failure to maintain a current nursing license may be grounds for termination. All position require a current Arizona Class D vehicle driver's license at the time of appointment; failure to maintain a current driver's license may be grounds for termination, due to need for continuing field work.

SPECIAL NOTICE ITEMS: Department of Labor regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to blood borne pathogens. TB screening, Hepatitis B vaccine, and individual safety training and equipment will be provided. Some positions may require bi-lingual abilities, in English and a second language, as determined by the Health Department. **PIMA COUNTY NURSES APPLICATION REQUIRED.**

SUMMARY: This classification performs Public Health nursing work in a specific population-focused geographical area. The focus of this classification is the practice of promoting and protecting the health of client populations using knowledge from nursing, social and public health disciplines. This classification is distinguished from other Patient Care Services and nursing classifications by its primary focus on the prevention of illness, injury and disability and the promotion and maintenance of health of client populations, rather than direct patient care.

PATIENT CARE SERVICES - LEVEL III

Class Code 4147

Grade: M3

Starting Salary: \$17.05 - \$37.18 DOQ

MINIMUM QUALIFICATIONS: Graduation from an approved school of nursing.

SPECIAL REQUIREMENT: Certain positions or functional assignments within this category require a bachelor's degree in Nursing and/or varying levels and degree of directly related experience consistent with the duties and responsibilities of the position.

LICENSES AND CERTIFICATES: Possession of a current license to practice as a Registered Professional Nurse in the State of Arizona.

SPECIAL NOTICE ITEMS: Department of Labor regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to blood borne pathogens. Hepatitis B vaccine will be provided.

PIMA COUNTY NURSES APPLICATION REQUIRED.

DUTIES: Performs professional patient care services of a commensurate degree of difficulty; manages or supervises operations of a specialized patient-care function or unit; supervises, trains and evaluates assigned professional and support personnel; analyzes the breadth of program needs and assigns personnel resources for maximum effectiveness; coordinates, conducts and manages utilization review, including prior authorization and quality of care surveys in health care facilities.

Pima County provides equal access and equal opportunity in employment and services and does not discriminate.
