

Code: 1160

Title: EXECUTIVE COORDINATOR - SHERIFF

SUMMARY: Prepares and completes highly sensitive and confidential administrative work and projects in support of the Pima County Sheriff's executive staff and reports directly to the Sheriff or Bureau Chief.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Coordinates and implements administrative support functions for the Sheriff or Bureau Chiefs;
Researches, composes, prepares, reviews and edits correspondence, memoranda, and other documents for the executive's signature or publication and/or distribution independently;
Greets visitors and delegates and maintains executive office protocol;
Acts as an executive representative to gather and relay information and interacts with staff members, department directors, and elected officials;
Researches and monitors federal, state and local legislation for executive staff;
Assists in developing and coordinating legislative plans and efforts with executive staff;
Identifies and routes legislative documents to executive and legal staff regarding matters that may affect the department;
Composes correspondence to provide bill sponsors with concise facts of the impact to the department;
Coordinates the preparation of material for executive meetings, conferences, interviews and/or appointments;
Responds to, or routes to appropriate staff, public inquires and complaints, performs related research to resolve problems and complaints;
Compiles and organizes reports, studies, and presentations for submission to the County Administration;
Reviews management and departmental reports, studies and recommendations to evaluate impact on the department and suggests appropriate action;
Develops, researches, analyzes, participates and reports on the progress of specific and specialized projects goals and objectives for executive staff;
Develops and recommends revisions to office procedures;
Participates in the design of special projects, which may be of a confidential or politically sensitive nature;
Researches, analyzes and reports on project activities;
Establishes and maintains liaison with County Management, County departments, outside agencies and their respective staff;
Meets, develops and maintains effective relationships and coordinates project activities with representatives of other departments, governmental agencies and the public to promote projects, resolve problems, address issues and discuss project objectives and goals;
Access or maintain specialized databases containing project-specific information to review information or generate reports;
Works closely with legal advisor on legislation, department claims and complaints and maintains a log of same;
Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties;
Coordinates travel arrangements for executives and prepare travel documentation;
May supervise staff and coordinate the day-to-day activities of a specific, single functional project.

KNOWLEDGE & SKILLS:

Knowledge of:

- standard office practices, procedures and equipment;
- business English, grammar, composition and spelling;
- office management techniques;
- computer applications of automated information systems;
- organization and functions of the County and its departments;
- departmental and County administrative, personnel policies and procedures;
- procedures, functions and interrelationships of criminal justice systems or civil legal process;
- applicable federal, state and local laws, rules, codes, ordinances and regulations;
- laws and rules of ethics pertaining to confidentiality and security of information.

Skill in:

- preparing a variety of reports, letters, memoranda and other communications;
- researching and compiling data;
- communicating effectively, both orally and in writing;
- principles and practices of management and public administration;
- county government operations, organization, policies and procedures;
- resources available for resolution of items of public concern;
- interpreting and explaining policies and procedures to others;
- independently exercising judgment and making decisions;
- establishing and maintaining effective working relationship with others;
- dealing with emotionally charged situations and members of the public.

MINIMUM QUALIFICATIONS: EITHER

(1) A Bachelor's Degree from an accredited college or university with a major in business/public administration, management or a closely related field as defined by the appointing authority and two years of administrative and professional executive support and experience in law enforcement, legal or the criminal justice system.

OR

(2) An Associate's Degree or a certificate of completion from an accredited college or technical school in business/public administration or closely related field as defined by the appointing authority and four years of administrative and professional executive support and experience in law enforcement, legal or the criminal justice system.

(Additional relevant experience and/or education from an accredited college, university, or vocational/technical school may be substituted.)

OTHER REQUIREMENTS:

Special Notice Items: Due to the need for access to law enforcement, detention or correctional facilities and records, satisfactory completion of a personal background investigation by law enforcement agencies is required.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.