

*Code: 1525*

*Title: DIVISION MANAGER*

**SUMMARY:** This classification manages the activities of one or more major functions of a centralized, internal services department within Pima County, or for a large county department or cluster of departments. Incumbents within this classification provide direct supervision of professional and support staff and report to the respective Department Director.

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

Supervises and manages the activities and staff of assigned functional area;  
Monitors and evaluates the effectiveness of services provided by assigned division(s) and assures compliance with applicable federal, state, County and related laws, rules and regulations;  
Assists in the development of long-/short-term goals and related planning for area of assignment;  
Assists in developing and administering budgets for assigned areas of responsibility, and provides input to the Departmental budget processes;  
Resolves problems/issues arising from operations of subordinate units;  
Participates in or acts as Departmental representative for, various committees, task forces, boards and commissions;  
Coordinates division operations with other internal divisions, County agencies and departments, and outside agencies;  
Supervises, trains and evaluates subordinate professional, paraprofessional and technical staff, to include contractors;  
Researches, analyzes and make recommendations to supervisors, client departments and employees to identify and resolve problems through application of appropriate County rules, policies and procedures;  
Conducts research, investigations, analysis and documentation of confidential and contentious issues and situations and recommends remedial actions to the Director;  
Prepares and delivers reports on activities;  
Exercises signature authority for the Department Director on delegated issues;  
Monitors contractual agreements and services, and prepares requests for and analyzes proposals received for area of responsibility;  
Oversees the development and maintenance of required documentation, files (manual and automated) and related materials as required by federal, state, county and other laws, rules and regulations for areas of responsibility;  
Maintains appropriate security and confidentiality of information encountered or created in the course of assigned duties;  
May represent or act on behalf of the Department Director for own area of responsibility and as directed;  
May be required to testify in court and before boards, commissions and like bodies relative to activities of assigned area of responsibility.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and practices of assigned functional area;
- principles and practices of staff supervision, training, evaluation and professional development;

- applicable federal, state, County and related laws, rules, regulations, policies and procedures for area of assignment;
- organizational structure and functions of County departments and agencies;
- community resources and related topics;
- capabilities and use of automated/computer-based information systems.

Skill in:

- assessing area of responsibility for effectiveness and recommending or initiating needed changes to enhance services;
- supervising, training and evaluating assigned staff;
- interpreting and applying appropriate laws, rules, regulations, policies and procedures to assigned activities;
- investigating, documenting and analyzing problems, issues and situations, and developing recommendations to address same;
- assessing delivery of services to assure compliance with appropriate laws, rules, regulations, policies and procedures, and directing/recommending needed changes;
- developing and evaluating responses to Requests for Proposals (RFPs) and contract issues;
- overseeing contractor performance for assigned areas and recommending contract changes or related actions;
- documentation of assigned unit activities, to include creation and maintenance of mandated records;
- communicating effectively.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's Degree from an accredited college or university with a major in public or business administration or a related field, as determined by the Appointing Authority at the time of recruitment, and five years of related professional experience, which included at least two years of direct supervisory experience.

(A Master's degree in one of the required disciplines or formal license/certification in a designated specialty may be substituted for one year of professional experience.)

OR:

(2) Three years of experience with Pima County as a Supervisor within the particular area of assignment.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application or prior to completion of initial/promotional probation. Failure to maintain the required licensure shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

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