

<i>Code: 1575</i> <i>Title: COMMUNITY SERVICES MANAGER</i>
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**SUMMARY:** Manages specific programs and/or functions of divisions within Community Resources.

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

Manages specific programs and/or functions of divisions within Community Services;  
Develops and recommends programs and policies which meet Pima County's service delivery area and employment and training contract requirements;  
Establishes annual operating objectives for the assigned areas of responsibility;  
Recommends the allocation of resources and alternative approaches;  
Identifies special population needs and supervises staff in developing new programs to meet those needs;  
Manages staff activities in preparing grant applications and in soliciting federal and state funds;  
Negotiates and coordinates staff in negotiating contracts with federal and state agencies and service providers;  
Provides technical assistance, training and management support to improve program operations, eliminate duplication and achieve maximum efficiency in the use of total resources;  
Plans, evaluates and monitors contract services;  
Assists in the development of department procedures;  
Develops business and labor contacts and coordinates the job creation and economic development efforts and resources of the community;  
Represents the department at meetings and on committees and maintains liaison with federal, state and local offices and agencies in the assigned areas of responsibility.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- principles and procedures of public administration, management and program planning, development and evaluation;
- Federal, State and local laws, rules and regulations;
- principles and practices of budgeting, accounting, purchasing, contracting and financial management;
- contract and grant application preparation, negotiation and administration;
- community agencies, organizations and resources;
- data and statistical analysis techniques and application to planning studies and projects;
- principles and techniques of effective communication including written composition and public speaking.

**Skill in:**

- planning, developing, evaluating and managing;
- preparing and administering budgets, grants and contracts;
- researching, analyzing and reporting data;
- presenting, explaining and interpreting goals, objectives, policies and procedures to the public;
- directing staff and planning, organizing and coordinating activities;
- communicating effectively;
- establishing and maintaining effective working relationships with service groups and organizations;
- establishing, reviewing and modifying procedural and technical guidelines.

MINIMUM QUALIFICATIONS:

(1) A Bachelor's degree from an accredited college or university with a major in personnel, public administration, or a closely related field as defined by the appointing authority and four years of progressively responsible administrative experience in program management, personnel, or a closely related area as defined by the appointing authority, including two years of supervisory or management experience.

(Additional relevant professional experience may be substituted on a year-for-year basis for the aforementioned education)

(A Master's degree from an accredited college or university in a related field may be substituted for one year of the of the aforementioned basic experience)

OTHER REQUIREMENTS:

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

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.

Pima County

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