

Code: 2545

Title: IMPROVEMENT DISTRICT COORDINATOR

SUMMARY: Manages and coordinates the activities required for the formation, administration and related billing and collection activities of County Improvement Districts established by the Board of Supervisors (BOS) sitting as the Board of Directors, per requirements of Arizona Revised Statutes (ARS), County Administrative and BOS Policies and Procedures.

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

Plans, organizes and coordinates all phases of improvement district processes in accordance with state statutes;

Establishes Improvement District accounts, to include individual property owner accounts, for the assessment, collection and reporting of funds received;

Prepares and mails notices for semi-annual account billing and collections, collects and accounts for funds received, and deposits such funds in appropriate accounts and with county departments;

Initiates collection activities for delinquent accounts, and schedules, provides legal notification and holds the semi-annual sale of properties with delinquent assessments;

Receives and responds to inquiries from the public, property owners, county offices and agencies and other affected parties relative to the formation of Improvement Districts, billing and collection activities and related administrative processes;

Provides required information and forms to property owners for the formation of Improvement Districts;

Receives, evaluates and reviews information, prepares and validates petitions and related documents for property owners or their representatives for the formation or modification of an improvement district;

Prepares within the required time constraints of the ARS, all necessary documentation for action by the BOS to establish Improvement Districts;

Researches, prepares and submits routine, recurring and specialized reports to management, other County and State agencies, as required;

Reviews for accuracy and recommends any changes for construction plans, specifications and cost estimates required for the administration of improvement districts;

Coordinates the development of Requests for Proposals (RFP), bids and like materials for the provision of contractor-provided goods and services to Improvement Districts;

Reviews and provides necessary information to Superintendent of Streets, BOS and Public Works for the approval/disapproval of bids from qualified contractors;

Confers as needed with legal counsel and other county departments/agencies;

Schedules and holds meetings, hearings or like public forums to provide technical information on Improvement District processes and activities;

Calculates bond redemption schedules and computes financial requirements for early payoff of bonds;

Prepares documents for annual street lighting district tax levy;

Develops and monitors intergovernmental agreements and financial service agreements;

Reviews consultant contractor analyses and recommendations and obtains needed corrections to work performed per consultant contract requirements;

Assigns work to consultant contractors, to include communicating and responding to their questions on county policies and procedures;

Analyzes legislation to ensure compliance and provide recommendations to county;

Prepares improvement district annual budget;

Identifies funding sources;

Maintains specialized improvement district databases;

Maintains working relationships and coordinates activities with other county departments, agencies and organizations;

Supervises, trains and evaluates support staff.

KNOWLEDGE & SKILLS:

Knowledge of:

- organization and functions of the county Public Works Department, the Transportation & Flood Control Department and the Superintendent of Streets;
- BOS and county administrative policies relative to the formation, administration and management of Improvement Districts;
- principles and practices of budgeting, accounting, purchasing, contracting and financial management;
- ARS relative to the formation and administration of Improvement Districts;
- county policies and procedures for billing, collection and accounting for funds;
- legal documents and instruments which describe properties and identify the owners of same;
- applications of computer-based systems for the creation of correspondence, documentation, maintenance of files, records and databases;
- principles and practices of employee supervision, training and evaluation;
- principles and techniques of public relations and public speaking;
- principles of public works construction.

Skill in:

- planning, developing, evaluating and managing the formation of Improvement Districts, from initial petitions from property owners and formation to dissolution of the district(s) by the BOS, in accordance with ARS and county administrative policies and procedures;
- preparing BOS and related documentation for Improvement Districts, to include intergovernmental agreements, legal notifications and administrative materials required during the formation, construction, bids, bond issuance and assessment phases;
- researching, analyzing and reporting data;
- reading and interpreting maps, plats and like materials for locating properties;
- interpreting legal descriptions of properties to determine location, ownership and any liens or encumbrances on examined properties ;
- creating and maintaining manual and computer-based records of activities, financial accounts and required public records;
- establishing individual property-owner accounts within each Improvement District, creating and mailing billing materials, collecting and accounting for monies received, and depositing monies in appropriate accounts with County Finance and Treasurer Departments;
- responding to public inquiries on potential or existing Improvement District administrative matters, by telephone, computer-based communications, written correspondence or in public forums;
- communicating effectively, orally and in writing;
- planning, assigning, coordinating, monitoring and reviewing the work of others.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in business or public administration, finance, accounting, pre-law, engineering or planning and two years of experience in public administration, communications, management, land acquisition, land management or appraisal plus two years of employee supervisory experience. [Supervisory experience may be concurrent with the required experience cited.][A Master's degree from an accredited college or university in one of the cited disciplines may substitute for one year of the cited experience.]

OR:

(2) An Associate's degree (A.A./A.S.) from an accredited college or university with a major in business or public administration, finance, accounting, pre-law, engineering or planning and four years of experience in public administration, communications, management, land acquisition, land management or appraisal plus two years of employee supervisory experience. [Supervisory experience may be concurrent with the required experience cited]

OR:

(3) Six years of professional experience in real estate transactions or improvement district formation or management and two years of employee supervisory experience. [Supervisory experience may be concurrent with the required experience cited][An Associate's degree (A.A./A.S.) from an accredited college or university with a major in business or public administration, finance, accounting, pre-law, engineering or planning may be substituted for two years of the required experience]

OR:

(4) Four years of experience with Pima County as a Senior Real Property Acquisition Agent, Real Property Appraiser or Real Property Appraiser-Senior. [Experience with Pima County as a Property Appraiser with the Assessor's office is not qualifying experience]

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require a valid Arizona Class D driver's license at the time of appointment or prior to completion of initial/promotional probation. Failure to maintain a current license may be grounds for termination, due to the need to operate County vehicles in performing field work.

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.

Pima County

Revised 10/20/02^(fn)
Updated 05/07/09^(tb)