

Code: 3172

Title: OPERATIONS/PROGRAM MANAGER - COUNTY ATTORNEY

SUMMARY: Administrates, manages, and coordinates functions of multiple major specialized work units and service programs with diversified activities within the County Attorney's office as well as related fiscal responsibilities of multiple legal support work units or programs.

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

Manages, administrates and evaluates programs, projects and personnel;
Evaluates, administrates and participates in departmental, divisional and operational planning strategies, direction and administration;
Prepares unit, program, or departmental budgets and monitors financial activities such as grants/contracts, during the fiscal year;
Develops and administers community projects and is the liaison with agencies and the public regarding community projects;
Develops program and work unit goals, objectives, policies and procedures;
Administers all personnel related activities and resolves problems in areas such as Affirmative Action, EEO, ADA, disciplinary actions, grievances, conflict resolution, hiring and conducting of confidential investigations;
Develops, monitors and implements quality control systems and procedures;
Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties;
Designs, directs, coordinates, trains and participates in the development, maintenance, implementation and support of specific departmental systems and departmental policies and procedures;
Attends various administrative meetings to provide specialized expertise when issues arise concerning overall division or department administration;
Reviews and studies policies affecting a specific or specialized area of departmental administration.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of public administration;
- county and departmental policies and procedures;
- training methods and procedures;
- applications, operating principles and capabilities of computer software;
- principles and techniques of file organization and word processing or data processing;
- problem solving, flow-charting and structured programming;
- personnel rules, policies, and procedures;
- federal and state laws, regulations and acts that prohibit employment discrimination;
- contracts and grants administration.

Skill in:

- communicating effectively;
- preparing and writing documents;
- administering projects;
- reviewing, identifying and resolving operational and functional problems;
- conducting formal, informal or confidential studies, and/or investigations;

- preparing, monitoring, and administering contracts;
- performing specialized administrative services.

MINIMUM QUALIFICATIONS:

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 professional administrative experience.

(Additional relevant experience and/or education from an accredited college or university may be substituted)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require possession of a valid Arizona driver's license with appropriate endorsement(s) as defined by the appointing authority. Managers who supervise Arizona POST personnel must possess Arizona Peace Officer Certification from the State of Arizona or must be eligible to participate in and pass the Arizona Police Officer Standards and Training waiver examination by virtue of holding Peace Officer certification from a state other than Arizona. Failure to maintain the required licensure/certification shall be grounds for termination.

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

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.

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.