

*Code: 7020*

*Title: SPECIAL STAFF ASSISTANT - UNCLASSIFIED*

**SUMMARY:** Assists in management activities and is distinguished from Special Staff Assistant-Senior by its organizational placement and its somewhat limited freedom and authority to act. This is appointed, unclassified and exempt from the Pima County Merit System Rules.

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

Assists in the planning and management of operational projects;  
Designs and implements special managerial studies;  
Researches, plans, develops and writes reports concerning managerial or supervisory issues;  
Assists in the development of policy statements concerning managerial and supervisory practices, issues and procedures;  
Acts as the department or division representative on various county committees, boards and at various meetings;  
Aides in the support of county and departmental goals and functions;  
Participates in the development and monitoring of special projects;  
Designs and conducts special projects of a politically sensitive nature on behalf of managerial or executive staff;  
Plans, organizes, schedules and conducts various departmental meetings;  
Establishes and maintains liaison with various outside agencies, groups and concerns;  
Conducts surveys to gather information for studies or research;  
Responds to public inquiries, resolving potential problems and addressing pertinent issues;  
May supervise and train staff.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- public sector organization and functions;
- public administration principles and practices;
- basic managerial techniques and practices;
- study and research methodology.

Skill in:

- representing the department or division;
- communicating effectively, both orally and in writing;
- assisting in management and supervision;
- reviewing functional and operational procedures.

**DESIRED QUALIFICATIONS:**

A Bachelor's degree from an accredited college or university with a major in business or public administration, management or a related field as defined by the appointing authority and two years of professional administrative or management experience.

(Additional relevant experience/education from an accredited college or university as defined by the appointing authority at the time of recruitment may substitute for a portion of the aforementioned education/experience)

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

07/29/90  
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