

Code: 7340

*Title: DEPUTY DIRECTOR, TRANSPORTATION DEPARTMENT AND
FLOOD CONTROL DISTRICT*

SUMMARY: This classification reports to the Director, and plans, organizes, and directs certain assigned functions and activities of the Pima County Transportation Department and Pima County Flood Control District; may perform statutory requirements in the absence of the County Engineer, and performs related work as required. This is an appointed classification exempt from the Pima County Merit System Rules (Unclassified).

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 directs certain assigned functions and activities of the Transportation Department and Flood Control District;

Coordinates activities of subordinate divisions internally with other divisions of the Transportation Department and Flood Control District and externally with other County departments and outside agencies;

Reviews recommendations and advises the Director on capital improvement and other major projects;

Plans, schedules and assigns work to division managers and coordinates work between them;

Reviews budget proposals of subordinate divisions and participates in the development of the departmental budget;

Develops and implements policies and procedures for subordinate divisions, and participates in the development of departmental policies;

Recommends the selection and appointment of management and supervisory personnel;

Supervises, trains and evaluates assigned staff;

May use seal of registration as a Professional Engineer to certify engineering plans, maps, specifications or technical reports;

May perform statutory requirements of the Director and acts as department head in the Director's absence.

KNOWLEDGE & SKILLS:

Knowledge of:

- the principles and practices of program administration, organizational theory and public policy processes;
- the theory, principles and practices of Transportation and Flood Control planning, construction and maintenance;
- the principles and practices of effective management.

Skill in:

- planning, organizing, supervising and inspecting the work of professional and technical personnel;
- evaluating and solving highly complex engineering problems;
- writing professional and technical reports;
- establishing and maintaining effective working relationships with others;
- communicating effectively, both orally and in writing.

DESIRED QUALIFICATIONS:

The Appointing Authority will determine the qualifications for this classification at the time of recruitment. Typically, an incumbent in this classification would be expected to have at least a Bachelor's degree from an accredited college or university in a field directly related to the assignment and multiple years of directly related professional experience in a public works environment.

OTHER REQUIREMENTS:

Licenses and Certificates: Current registration as a Professional Engineer in the State of Arizona and possession of a valid Class D Arizona Driver's License may be required at time of appointment, and will be defined during the recruitment process.

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

05/01/86
Updated 07/25/03(fn)