

Code: 7345

*Title: REGIONAL WASTEWATER RECLAMATION DEPARTMENT
DEPUTY DIRECTOR*

SUMMARY: Plans, organizes and directs assigned functions and operation activities of the Regional Wastewater Reclamation Department (RWRD) and performs statutory requirements of the Pima County in the absence of the Director. This is an appointed, unclassified position 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 planning, instituting and directing functions and operations to promote the orderly and systematic development of wastewater services;

Develops and implements policies and procedures for assigned divisions and participates in the development of departmental policies and consumer rate setting;

Assists in the direction and supervision of professional and support staff involved in the construction, inspection and maintenance of sanitary sewers, treatment plants, landfills and other operations;

Coordinates activities of assigned divisions internally with other divisions of the RWRD, other County departments and outside agencies;

Assigns, trains, supervises and evaluates assigned staff;

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

Performs statutory requirements of the Director and acts as department head in the Director's absence;

Attends various planning and other meetings;

Assists in directing studies affecting the economy and efficiency of operations;

Recommends the selection and appointment of management and supervisory personnel;

Prepares administrative reports.

KNOWLEDGE & SKILLS:

Knowledge of:

- sanitary engineering operations and administration;
- theory and practices of program administration;
- applicable federal, state and local laws, rules and regulations;
- principles and practices of effective management;
- utilities financing and consumer rate setting.

Skill in:

- planning and directing a comprehensive County sanitation, construction and maintenance program;
- planning, organizing, supervising and inspecting the work of professional and technical personnel;
- performing work in several areas of the physical and engineering sciences;
- establishing and maintaining effective working relationships with others;
- writing professional and technical reports;
- communicating effectively.

DESIRED QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in management, business administration, engineering, physical sciences, or a closely related field as defined by the Appointing Authority and four years of technical and managerial experience in sanitary engineering; or an equivalent combination of training and experience, including two years in an administrative or managerial capacity.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Class D Arizona Driver's License may be required at time of appointment.

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 08/25/97(lv)
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