



Code: 7360

Title: OFFICE OF COURT APPOINTED COUNSEL DEPUTY DIRECTOR

SUMMARY: Plans, organizes and directs diverse activities in the Office of Court Appointed Counsel (OCAC) and provides direct support to the OCAC Director. This classification reports organizationally to the office of the Public Defense Services Director (PDSO). This classification is in the unclassified service and is 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.)

Manages, plans, organizes and directs the administrative and operational functions of the OCAC within Pima County government;
Provides management and supervision to department managers and other employees within assigned areas of responsibility;
Drafts and maintains administrative and operational procedures, subject to Director approval, to ensure compliance with county, state and federal ordinances, laws and regulations;
Coordinates the development and preparation of department budget and exercises management control over departmental expenditures;
Analyzes departmental procedures and organizational structures in relation to operational needs and develops plans and processes to increase efficiency and cost-effectiveness;
Prepares departmental reports, recommendations and studies to evaluate effectiveness of department services recommending corrective action when appropriate;
Represents the Director and/or the department at formal and informal meetings;
Plans, develops and implements staff training programs;
Reviews and analyzes proposed state and federal legislation for potential impact on department operations and processes and provides recommendations;
Exercises signature authority for the OCAC Director on delegated issues;
May represent the department with the media and the public;
Represents or acts on behalf of the OCAC Director for own area of responsibility and as directed;
May be required to testify in court and before boards, commissions and like bodies relative to activities of assigned area of responsibility.

KNOWLEDGE & SKILLS:

Knowledge of:

- state and federal laws, rules and regulations pertaining to area of responsibility;
- principles and practices of effective supervision and management;
- county budget and procurement procedures and regulations;
- records management and retention requirements;
- techniques and practices for dealing with members of the media and the public;
- techniques for making effective presentations both orally and in writing.

Skill in:

- planning, organizing and managing comprehensive operations related to assigned area of responsibility;
- supervising, motivating and evaluating employees;
- establishing and maintaining effective working relationships with others;
- writing professional and technical reports;

- communicating complex and technical local, state and federal laws and requirements relating to areas of assignment;
- delivering efficient and cost-effective customer service relative to area of responsibility;
- using tact, independent judgment, discretion and prudence in dealing with those contacted in the course of work.

DESIRED QUALIFICATIONS:

Desired qualifications will be established by the appointing authority at the time of recruitment. Typically, an incumbent in this classification would be expected to have a Bachelor's degree from an accredited college or university in a field directly related to the assignment and significant professional experience relative to area of assignment.

(Additional relevant experience and/or education may be substituted.)

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Class D Arizona driver license may be required at time of application or appointment. Other required licensure/certification/registration requirements may be identified by the appointing authority at the time of recruitment or after appointment. Failure to achieve and/or maintain appropriate licensure/registration/certification is grounds for termination.

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

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.