

Code: 7366

Title: OFFICE OF EMERGENCY MANAGEMENT DEPUTY DIRECTOR

SUMMARY: This classification reports to the Director of a department in Pima County. Plans, organizes and directs assigned functions and operational activities of the department and performs statutory requirements in the absence of the Director. This classification 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.)

Plans, organizes and directs assigned functions and activities of a department 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;

May represent the department with the media and the public;

May supervise and evaluate staff.

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:

A Bachelor's degree from an accredited college or university with a major in business, public administration, government, political science or other closely related field as identified by the appointing authority and five years of professional experience in within area of responsibility of which at least two years were in a supervisory or managerial capacity.

(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.

Pima County

12/18/12(tb)
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