

*Code: 7443*

*Title: ENVIRONMENTAL QUALITY DEPUTY DIRECTOR*

**SUMMARY:** This classification coordinates and directs diverse activities in the Department of Environmental Quality (DEQ) and provides direct support to the Director by identifying and resolving technical and operational problems associated with Departmental environmental quality activities. This is an appointed position in the Unclassified service, and is exempt from the 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.)

Responds to queries from serviced clients, the public, the media, the County Administrator and the Board of Supervisors by identifying issues, researching and preparing responses, and coordinating any needed additional response efforts;

Coordinates Department of Environmental Quality (DEQ) participation in specialized projects of other County departments, the County Administrator and the Board of Supervisors;

Assists the Director and key staff in planning, preparing, reviewing and revising departmental goals, objectives, long- and short-term plans;

Develops, implements and evaluates technical, operational and administrative processes for providing timely, cost-effective service to Departmental clients;

Identifies discrepancies and potential conflicts in applicable codes, laws, statutes, and ordinances and recommends changes for Director's consideration;

Establishes and maintains effective liaison with serviced Departments, other government agencies, professional, business, neighborhood and citizen organizations to assure DEQ is responsive to identified needs of the community, and takes/directs actions of staff to meet those needs;

Develops or directs development and distribution of Departmental informational materials, news releases and other media/public information materials;

Represents DEQ on boards, committees and commissions, and at meetings, conferences, public hearings and other public forums to address technical aspects of environmental quality current and proposed projects and like issues;

Compiles, analyzes and monitors Departmental financial and budget information and develops budget recommendations for Director's consideration;

Provides or coordinates provision of DEQ technical assistance to prospective businesses/industries considering relocation to Pima County, relative to environmental quality considerations;

May act as Department Director in the absence of same.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and practices of environmental quality program development, administration and management in a public sector setting;
- county, state and federal ordinances, rules and regulations relative to environmental quality;
- organization, resources, policies and procedures of Pima County government;
- principles and practices of public sector budget development, monitoring and management;
- principles and techniques of positive community and public relations;
- the composition of local public and private organizations, business, industry and citizen groups and their concerns in environmental quality issues;
- principles and practices of effective staff supervision, training, evaluation and management;

- principles and techniques of evaluating operations, policies and procedures, and development and implementation of cost-effective remedies to problems encountered;
- capabilities of computer-based systems used in departmental administrative and technical activities.

Skill in:

- interpreting, applying and explaining Departmental operations, plans, processes and local, state and federal regulatory issues to a wide variety of audiences;
- establishing and maintaining effective working relationships with a wide variety of governmental, business, industry and citizen groups and agencies;
- professionally and tactfully responding to inquiries, complaints and allegations, including those from irate or highly emotional or volatile individuals and groups;
- overseeing, coordinating or directly supervising efforts of staff;
- identifying needed organizational or operational changes and developing and implementing cost-effective alternatives;
- mediating disputes or resolving issues affecting, or affected by, Departmental activities;
- communicating effectively, in person, by telephone, through correspondence or media releases and materials;
- training, or coordinating provision of training to, staff in technical and supervisory/managerial topics;
- use of Departmental computer resources for administrative and technical functions.

DESIRED QUALIFICATIONS:

Specific qualifications for this position will be determined by the County Administrator and/or Environmental Quality Director at the time of recruitment. Typically, this would require at least a Bachelor's degree (or higher) from an accredited college or university, with a major in environmental science, environmental engineering, civil engineering, public administration, or a related degree, and significant senior-level experience in the administration, management, development or technical direction of an environmental quality program in a public sector setting.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Class D Arizona driver license at the time of application, appointment or at some time thereafter.

Special Notice Items: This is an appointed position in the Unclassified service, and is exempt from the Merit System Rules.

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.