

Code: 7470

Title: FLOOD CONTROL DISTRICT DIRECTOR

SUMMARY: Plans, organizes, directs and manages the activities of the Flood Control District. This 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 all functions, programs and activities of the Flood Control District;
Determines the department's organizational structure and personnel needs, providing for the selection, training, supervision and evaluation of professional, technical and clerical employees;
Formulates department procedures and policies, analyzes program effectiveness and directs changes in programs;
Establishes policies and guidelines for negotiation of contracts and directs the negotiations;
Develops and reviews county policies and procedures to ensure compliance with state guidelines and regulations;
Reviews proposed and new legislation and reports on impact;
Monitors programs and prepares management reports, summary reports and other informational reports;
Directs and coordinates activities with other county departments and with community agencies;
Directs the preparation of the annual budget and evaluates and monitors expenditures;
Establishes and maintains liaison with federal, state and local governmental agencies.

KNOWLEDGE & SKILLS:

Knowledge of:

- flood control planning and related state laws, regulations and standards;
- principles and practices of administration, supervision and public program management;
- techniques of program development and evaluation, project economics and financial reporting;
- budget preparation and evaluation;
- techniques and procedures used in grant and contract acquisition, development and administration.

Skill in:

- planning, organizing and directing flood control programs;
- interpreting and implementing rules, regulations, policies and procedures related to flood control and public works projects;
- assessing program achievements and deficiencies and developing solutions to address problems;
- communicating effectively, both orally and in writing;
- supervising, training and evaluating personnel;
- negotiating contracts and monitoring contract compliance.

DESIRED QUALIFICATIONS:

The equivalent of a bachelor's degree from an accredited college or university with a major in civil engineering and ten years of progressively responsible professional civil engineering experience, four of which must have been in an administrative or managerial capacity.

(Additional relevant experience may substitute for a portion of the aforementioned education)

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OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Class D Arizona drivers license may be required at time of appointment.

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

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