

*Code: 7475*  
*Title: COMMUNITY SERVICES DIRECTOR*

**SUMMARY:** This classification is responsible for planning, directing, coordinating and administering the functions and activities of a department assigned to the Pima County Economic Development and Community Services Administration. 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.)

Plans, organizes, directs and coordinates all functions and activities for one or more of the following departments: Neighborhood Reinvestment, Housing and Rural Development; Economic Development and Tourism; One-Stop Centers, Employment and Training, or the Stadium District;  
Coordinates activities for, and assures compliance with state and federal grant programs, laws and regulations including operating, funding, accounting and reporting functions;  
Researches availability of grants and other funding sources;  
Prepares and develops annual comprehensive community service plan;  
Prepares and submits annual departmental budget;  
Develops and reviews program procedures to ensure compliance with local, state and federal laws, contracts, guidelines and other requirements;  
Researches and prepares recommendations for the modification or development of departmental or County policies and procedures;  
Serves as liaison to local, state and federal committees, commissions and advisory boards;  
Directs and coordinates activities with other County departments and with community agencies;  
Conducts studies of community needs and develops community delivery system;  
Directs and coordinates department operations and intra-departmental activities;  
Monitors programs and prepares management reports and project summaries.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- local, state and federal laws and regulations related to intergovernmental grant procurement and program administration;
- employment and labor market dynamics;
- major league baseball complex and facilities marketing;
- affordable housing, economic research, community planning and development;
- various community needs, issues and social-economic factors;
- principles of contract administration and compliance;
- principles and practices of housing finance and development;
- park administration;
- techniques of program development and evaluation, project economics and financial reporting;
- techniques and procedures for grant and funding acquisition;
- principles and practices of administration, supervision and management.

Skills:

- establishing and maintaining effective working relationships with governmental agencies, the business community and others;
- analyzing policy and making effective decisions;

- writing and evaluating grants, contracts and proposals;
- preparing administrative reports and project evaluations;
- planning, organizing and supervising the work of professional and support personnel;
- communicating effectively, both orally and in writing;
- budget control and accounting.

DESIRED QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in business or public administration, management, human relations or a closely related field and five years of experience involving human or community service programs or contract/grant management.

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

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OTHER REQUIREMENTS:

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

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

Revised 3/27/09(kf)  
Updated 1/9/14(lsg)