

Code: 7485

Title: ADMINISTRATIVE SUPPORT SERVICES MANAGER-UNCLASSIFIED

SUMMARY: Plans, manages and directs the activities of an administrative support services unit, which provides administrative services to a major department or department cluster.

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 the activities of an administrative support services unit for a major department or department cluster;

Directs coordination of fiscal and administrative activities with the corresponding functional areas of central services departments (i.e. Finance & Risk Management, Procurement, Facilities Management, Human Resources, etc.);

Provides services to departments, including, but not limited to accounting, budgets, accounts receivable, procurement, human resources, payroll and risk management;

Directs the development and implementation of administrative procedures applicable to the department's functional areas;

Directs the preparation and administration of the department's support services budget and coordinates the preparation of all department and division budgets;

Assigns, trains, supervises and evaluates the work of subordinate staff;

Studies, recommends and implements process improvements, which affect the economy and efficiency of operation of the department.

KNOWLEDGE & SKILLS:

Knowledge of:

- the principles and practices of public administration;
- the principles and practices of financial management;
- governmental accounting practices and procedures;
- the principles and practices of leadership and management;
- the principles and practices associated with the area of assignment;
- relevant Federal, State and local laws, rules and regulations;
- the principles and practices of risk management and loss control.

Skill in:

- assigning and directing the work of professional and administrative staff;
- communicating effectively, both orally and in writing;
- establishing and maintaining effective working relationships;
- analyzing difficult administrative and financial problems and presenting solutions clearly and concisely.

DESIRED QUALIFICATIONS:

A Bachelor's degree from an accredited college or university in business or public administration or a closely related field and three years of professional administrative experience, which involved managerial responsibilities.

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

(Additional relevant education from an accredited college or university may be substituted for a portion of the aforementioned experience.)

OTHER REQUIREMENTS:

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.

Pima County

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