

Code: 7490

Title: FACILITIES MANAGEMENT DEPUTY DIRECTOR

SUMMARY: This classification reports directly to the Director. Plans, organizes, and directs assigned functions and operation activities of the Facilities Management Department and performs statutory requirements in the absence of the Director. This is an appointed, unclassified position 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 certain assigned functions and activities of the Facilities Management Department;

Drafts and maintains administrative procedures, subject to Director approval, to resolve interdepartmental and operational issues;

Assists in developing and preparing departmental budget and reviews budget for departmental expenditures;

Assists in inspecting County facilities and takes corrective actions;

Prepares departmental reports, recommendations and studies to evaluate effectiveness of department services recommending corrective action when appropriate;

Supervises and participates in the review of construction plans;

Liaisons with architects, engineers and other professionals relative to department services and operations;

When directed, acts in the absence, or on the behalf of, the Director for issues dealing with specific areas of responsibility;

Confers with the Director, County Administrator, Board of Supervisors and other commissions and entities on topics assigned by the Director;

May chair or serve on various committees as assigned, including intergovernmental or legislative projects.

KNOWLEDGE & SKILLS:

Knowledge of:

- . administration, engineering and architecture;
- . relevant laws, rules and regulations;
- . principles and practices of effective supervision and management;
- . construction and engineering plans;

Skill in:

- . planning and directing a comprehensive construction and maintenance program;
- . planning, organizing, supervising and inspecting the work of professional and technical personnel;
- . establishing and maintaining effective working relationships with others;
- . writing professional and technical reports;
- . communicating effectively.

DESIRED QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in management, business administration, architecture or engineering or a closely related field, and four years of technical and managerial experience in physical plant engineering and administration or an equivalent combination of training and experience.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Class D Arizona Driver's License may be required at time of appointment.

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.