

Code: 7537

Title: ASSISTANT COUNTY ADMISTRATOR FOR POLICY

SUMMARY: This classification provides the County Administrator with direct support in the development and articulation of broad and specialized policy guidance in a defined area of expertise, such as Land and Environment, Justice and Law Enforcement, Medical and Health, Public Works or other areas. This classification typically does not exercise direct management or control of departments or their sub-parts or other agencies but may develop policies that influence the department's operations and outcomes. This classification is distinguished from Deputy County Administrator which directs, coordinates and manages County operations within a defined area, typically for multiple departments. This is a classification in the Unclassified series and is exempt from Merit Systems 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.)

Develops broad and specialized policy guidance for County operations within assigned area, and assists in the implementation of same;

Conducts and documents sensitive research and investigations to identify policy shortfalls and develops recommendations for consideration by the Board of Supervisors via the County Administrator or designee;

Maintains close liaison with appointing authorities or their designees developing and implementing new/revised policies and procedures;

Maintains close liaison with the County's legislative lobbyist to identify and follow new, proposed and amended legislation which may impact the County, its operations, resources and liabilities;

Represents the County at public meetings, workshops, symposia and like events to provide information on current and future County policies and processes within area of expertise and assignment;

Maintains comprehensive records of activities and submits routine, recurring and special reports to the County Administrator and to the Board of Supervisors as required;

Maintains required security and confidentiality of information created or encountered in the course of assigned duties.

May serve on boards, commissions, committees or like bodies to represent the County Administrator in area of assignment;

May exercise direct supervision and management of the operations of selected work-units when assigned by the County Administrator or designee;

May directly supervise and evaluate professional and support staff.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of public administration, including management and organizational design;
- practices and techniques for researching and developing new or improved policies to enhance County operations on a broad and/or specialized scale;
- trends in public-sector management philosophies and effective implementation processes;
- local, State and Federal legislative processes;
- principles and practices of public-sector financial administration;

- organization, structure and functional responsibilities of County departments, agencies and advisory groups;
- County Administrative Policies/Procedures and relevant local, State and Federal laws, rules, regulations and technical standards appropriate to assigned area;
- principles and techniques of effective public relations.

Skill in:

- developing sound policy recommendations within area of expertise and assignment;
- identifying policy shortfalls and initiating needed research to develop new or improved policies to address problem areas;
- conducting sensitive research and investigations into managerial issues and problems which may be resolved by creation and implementation of new or revised policies;
- assessing existing and proposed policies for financial soundness;
- communicating the rationale, advantages and implementation plans for new and revised policies;
- maintaining required security and confidentiality of information created or encountered in the course of assigned duties;
- establishing and maintaining effective working relationships with County management and administrative officials;
- communicating effectively, both orally and in writing.

DESIRED QUALIFICATIONS: Desired qualifications will be established by the County Administrator at the time of recruitment to include but not limited to an advanced degree from an accredited college or university with a major relevant to area of assignment. Substantial professional administrative and managerial experience in the area of assignment, e.g., Land and Environment, Justice and Law Enforcement, Medical and Health, Public Works or other defined area is preferred and may substitute for the advanced degree. Ideally, such professional experience will be in a public-sector setting and will have included the research, development, and articulation and implementation of broad operating policies and guidance.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment.

Special Notice Items: This is a classification in the Unclassified Service and is exempt from the provisions of the County Merit System Rules. Some positions may require satisfactory completion of a background investigation by law endorsement agencies due to the need for access to law enforcement, corrections, County Attorney, medical operations and court facilities, property and associated confidential and sensitive information, documents, communications and database systems.

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.