

Code: 7560

Title: *DIVISIONMANAGER-REGIONAL FLOOD CONTROL DISTRICT-UNCLASSIFIED*

SUMMARY: Manages the activities of one or more major functions for infrastructure support services of the Regional Flood Control District (RFCD), including drainage, maintenance, construction and inspection. Incumbents within this classification provide direct supervision of professional and support staff and report to the respective department director. 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 and manages assigned RFCD activities and supervises staff for maintenance of existing and new flood control infrastructure;
Manages, monitors and evaluates the effectiveness of services, e.g., environmental permitting/monitoring provided by assigned divisions and assures compliance with federal, state, county laws, rules and regulations;
Advises management in the development of policy and compliance of long/short-term goals, planning Capital Improvement Program (CIP) project needs, trends in subdivision construction, improved maintenance, safety and standards to construction;
Assists in developing and administering budgets for assigned areas, provides input to the department budget process and oversight of Job Order Contracts (scope of work, cost estimates, invoices);
Resolves problems/issues arising from operations of assigned units;
Serves as department representative and coordinator for RFCD, other public works departments, municipalities, Arizona Department of Transportation, and various utilities;
Supervises, trains and evaluates assigned professional, paraprofessional, technical staff, and contractors;
Conducts research, investigations, analysis and documentation of confidential and contentious issues and situations and recommends remedial actions to the director;
Prepares and delivers technical reports on activities;
Develops information technology graphical database using geographic information systems/engineering software for managing permits, infrastructure asset maintenance and management, and technical hydrologic analyses;
Monitors contractual agreements and services, and prepares requests for and analyzes proposals received for the assigned area.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of assigned divisions;
- principles and practices of staff supervision, training, evaluation and professional development;
- County, state, federal and related laws, rules, regulations, policies and procedures for area of assignment;
- techniques of report preparation;
- organizational structure and functions of county departments and agencies;
- capabilities and use of automated/computer-based information systems.

Skill in:

- assessing area of responsibility for effectiveness and recommending or initiating changes to enhance services;
- supervising, training and evaluating assigned staff;
- interpreting and applying appropriate laws, rules, regulations, policies and procedures to assigned activities;
- investigating, documenting and analyzing problems, issues and situations, and developing recommendations;
- assessing services and assuring compliance with laws, rules, regulations, policies and procedures, and recommending/managing changes;
- developing and evaluating responses to Requests for Proposals (RFP) and contract issues;
- overseeing contractor performance and recommending changes;
- documenting assigned activities and preparing technical reports;
- communicating effectively.

DESIRED QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in civil engineering, hydrology, public administration, transportation planning, a physical science or a closely related field identified by the appointing authority and seven years of professional experience, including three years of supervising activities in the area of specialization.

OTHER REQUIREMENTS:

Licenses and Certificates: Registration as a Professional Engineer and/or Professional Architect may be required at the time of appointment for some positions, in which case State of Arizona registration is required within six months from the time of appointment. All positions require a valid Arizona Class D driver license at the time of application or appointment. Failure to obtain/maintain the required licensure, certification or registration shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

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.