

*Code: 7570*

*Title: FINANCE AND RISK MANAGEMENT DIRECTOR*

**SUMMARY:** Under Administrative direction; directs, plans and provides managerial leadership in the administration and coordination of the County Finance and Risk Management Department as assigned by the County Administrator, and performs professional administrative work as a member of the County Administrator's staff ensuring policy compliance. 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.)

Directs and coordinates the functions and activities of the Finance and Risk Management Department;  
Interprets and applies Federal, State and local laws, rules, regulations, policies and procedures;  
Drafts and maintains administrative procedures to resolve inter-departmental and community problems;  
Prepares departmental reports, recommendations and studies to evaluate effectiveness of County services, recommending corrective action when appropriate;  
Confers with the County Administrator, Board of Supervisors, and various commissions on topics related to the areas of expertise;  
Implements comprehensive budget procedures for preparation and monitoring of the County budget;  
Represents Pima County in intra-jurisdictional issues;  
Participates in formulation and revision of Intergovernmental Agreements and contracts;  
When so directed, may act in the absence of or on behalf of the County Administrator for issues dealing with specific areas of responsibility;  
May chair or serve on various committees as assigned, including intergovernmental or legislative projects;  
Provides guidance to the Board of Supervisors, County Administrator and other departments on Federal and State legislative issues.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- Federal and State disclosure requirements relating to governmental financing arrangements and rating agency review process;
- the Governmental Accounting Standards Board (GAO) standards and pronouncements;
- application of information systems technologies to financial management;
- the principles and practices of public administration as they apply to centralized accounting operations;
- the municipal bond market, investment strategies and options, and financial markets;
- public sector organization and functions.

Skill in:

- applying Federal and State tax laws and legal options to municipal bond financing arrangements, including restructuring and refunding;

- planning and organizing special projects, conducting research, analysis and evaluations of programs and projects, identifying problem areas and developing recommendations for problem resolution;
- representing the department at meetings and functions;
- communicating effectively, both orally and in writing;
- reviewing, implementing, monitoring and updating departmental internal operating procedures.

DESIRED QUALIFICATIONS:

The specific desired qualifications for this classification will be established by the County Administrator at the time of recruitment. Typically, the following would be desirable backgrounds: A Bachelor's degree from an accredited college or university in business or public administration, accounting, finance, pre-law or a related field and eight years professional experience in a financial or accounting field, three of which involved managerial responsibilities.

OTHER REQUIREMENTS:

Special Notice Items: This is an appointed, Unclassified position exempt from the Pima County Merit System Rules.

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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