

Code: 7573

Title: FINANCE AND RISK MANAGEMENT DEPUTY DIRECTOR

SUMMARY: This classification reports directly to the Director. Plans, organizes and directs certain assigned functions and activities of the Finance and Risk Management Department ensuring policy compliance and operational efficiency. 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 Finance and Risk Management Department;

Interprets and applies Federal, State and local laws, rules, regulations, policies and procedures;

Drafts and maintains administrative procedures, subject to Director approval, 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 Director, County Administrator, Board of Supervisors, and various commissions on topics assigned by the Director;

Represents Pima County in intra-jurisdictional issues when requested;

Participates in formulation and revision of Intergovernmental Agreements and contracts;

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

Provides guidance to the Board of Supervisors, County Administrator and other departments on Federal and State legislative issues when requested by the Director;

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

KNOWLEDGE & SKILLS:

Knowledge of:

- Federal and State disclosure requirements relating to governmental financing arrangements and rating agency review process;
- the Governmental Accounting Standards Board (GASB) 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 Appointing Authority will determine the qualifications for this classification at the time of recruitment. Typically, an incumbent in this classification would be expected to have at least a Bachelor's degree from an accredited college or university in a field directly related to the assignment and multiple years of directly related, executive-level, managerial experience.

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.