

Code: 7610

Title: COUNTY ADMINISTRATOR

SUMMARY: The incumbent in this classification functions as the County's senior appointed executive officer, and is responsible for the execution of the duties and responsibilities prescribed by the Board of Supervisors (BOS). These duties may be further enumerated in an individual employment contract between the incumbent and the Board of Supervisors. This classification is appointed, unclassified and 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.)

Serves as the County's senior appointed executive to execute the policies and ordinances of the County and the BOS;

Develops or recommends new or revised administrative, management and fiscal policies, procedures and legislation;

Develops and implements solutions to remedy or otherwise address problems and issues relating to the operation of Pima County government;

Directs, coordinates, manages and participates in a continuing program to represent and advance the intergovernmental interests of the County in all policy and administrative forums including the state legislature and congress.

Chairs, participates in or sits on boards, commissions, committees or like bodies as the County and BOS representative, with the authority to commit or withhold County support or resources, unless otherwise directed by the BOS;

Maintains close and continuing liaison with Pima County's elected officials;

Develops, for Board of Supervisor's approval, and administers, the County's Annual Budget;

Meets with citizen groups and associations to represent the County, to receive citizen input on County operations and to inform the public on such issues;

Prepares and submits or delivers to the BOS routine, recurring and special reports on County government activities, fiscal matters and related issues;

Participates in the development, negotiation, revision and management of contracts, inter-governmental agreements (IGA) and like formal agreements with public and private sector entities;

Directs execution, through assigned staff and Departmental Directors, of County programs, policies and mandates;

Appoints Departmental Directors and Program/System Administrators, and oversees Departmental/Program/System activities, to include the coordination of needed support from other County Departments and Elected Official Departments as needed;

Conducts, or directs the conduct of, special studies and investigations relative to County operations, and submits or delivers reports to the BOS on findings and recommendations.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of effective public administration and management;
- principles and practices of effective fiscal management in a public sector organization;
- relevant County, state and federal laws, rules, regulations, ordinances and BOS policies for the operation of the County and its entities;
- structure, organization and inter-relationships of County departments, agencies, boards and related governmental and quasi-governmental agencies and offices;

- principles and practices of public-sector contracting processes;
- principles and techniques of effective communications, to include public relations.

Skill in:

- planning, directing and coordinating various administrative and fiscal functions;
- analyzing administrative, operational and law-related problems and developing and implementing solutions;
- evaluating, drafting and implementing legislation, policies, procedures, regulations and proposals;
- working with, persuading, motivating and enlisting cooperation of others;
- developing and administering the County budget;
- developing and implementing cost-efficient measures to enhance County fiscal operations;
- developing, negotiating and implementing contracts and Inter-Governmental Agreements (IGAs) with other public-sector entities and private sector service or materials providers;
- communicating effectively with elected officials at the County, state and federal level, County Directors and Administrators, the County workforce and the public.

DESIRED QUALIFICATIONS:

The Board of Supervisors shall determine the qualifications required of this position at the time of recruitment. Typical qualifications would be ten or more years of senior management and administration experience in a public or private sector organization, and an appropriate level of post-secondary education.

OTHER REQUIREMENTS:

Licenses and Certificates: This position may require a valid Arizona Class D driver license at the time of application, appointment or within a reasonable time following appointment, due to the need for operation of a County-owned/provided vehicle to facilitate official duties.

Special Notice Items: Must be eligible for appointment, pursuant to Arizona Revised Statutes (ARS) 11-402.

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.