

Code: 7615

Title: DEPUTY COUNTY ADMINISTRATOR

SUMMARY: Facilitates and executes the duties and functions of the County Administrator office as set forth in the ordinances and policies of Pima County and performs intergovernmental coordination, representation and administration and acts in the absence of and on behalf of the County Administrator. This 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.)

Acts in the absence of and on behalf of the County Administrator;
Formulates administrative policies and procedures;
Participates in the formulation, revision and negotiation of contracts and intergovernmental agreements;
Formulates recommended solutions to remedy or address problems and issues relating to the operation of the County;
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;
May chair or serve on committees as assigned;
May prepare reports, attend civic meetings and address groups.

KNOWLEDGE & SKILLS:

Knowledge of:

- County operations, organization, administration, programs, procedures and policies;
- Federal, State and local laws and regulations related to the operation of the County;
- principles and practices of administration, supervision and management;
- contract principles and requirements;
- principles of effective communication.

Skill in:

- planning, directing and coordinating varied administrative governmental functions;
- reasoning logically and presenting ideas clearly and concisely;
- analyzing administrative, operational and law related problems and developing solutions;
- evaluating, drafting and implementing legislation, policies, regulations and proposals.

DESIRED QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in public or business administration and five years of public administrative experience.

OR:

(2) A Juris Doctor degree from an accredited school of law and five years of experience representing governmental entities in legislative or judicial forums.

OTHER REQUIREMENTS:

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.

Pima County

06/26/94
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