GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: OCTOBER 10, 2012

CLOSING DATE: OCTOBER 16, 2012

TEMPORARY POSITION

DEPARTMENT: **Board of Supervisors**

POSITION: **Community Liaison**

LOCATION: **Globe/Payson**

JOB CODE: **12-098**

HOURLY SALARY: **$50.00 per hour**

NATURE OF WORK

Responsible for assisting the Gila County Board of Supervisors with implementing effective government-to-government relations; enhance communication efforts and understanding with the San Carlos Apache, White Mountain Apache and Tonto Apache tribes.

DUTIES AND RESPONSIBILITIES:

- Helps to establish and maintain open communication between County Supervisors/staff and tribal leaders/staff.
- Facilitates problem-solving strategies for dealing with various issues and helps to mediate conflicts between the County Supervisors and tribes.
- Coordinates and oversees activities that may improve relations with tribes.
- Serves as a tribal intergovernmental relations resource within the County.
- Provides leadership in establishing and maintaining good working relations with the tribal councils and tribal staff members.
- Provides guidance and counsel to the County Supervisors in its dealings with tribes.
- Conducts information an education activities that promote the programs and services available to tribes within the County.
- Works within a team concept with the county to develop and implement ways to improve the efficiency, effectiveness, and quality of the products and/or services available to tribes within the County.
- Participate in locally lead community-based partnerships between County and tribal leadership and members, Bureau of Indian Affairs, and others as a means of improving government-to-government relationships.

WORKING ENVIRONMENT:

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines; may be required to travel to meetings and conferences.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and five (5) years office management/administrative experience; or equivalent combination of education, training and experience. Demonstrated computer skills in working with word processing, spreadsheet, email software, and computer systems operations; or equivalent combination of education, training and experience. A valid Arizona Driver's License.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Office administration; processes and standards for maintaining documentation, files, records and databases; methods for coordinating meetings, summits and travel arrangements; research methods used to facilitate the resolution of public complaints; advanced computer software applications; business English, spelling and grammar; technical information relevant to area of assignment; customer service standards and protocol.

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Ability to: Coordinate and perform highly skilled administrative functions; prepare complex, technical and confidential correspondence; maintain departmental files, records and databases; coordinate meetings, summits, conferences and related travel arrangements; respond to public inquiries and complaints; conduct departmental related research; liaise with County departments, elected officials, Tribal relevant agencies and the public; serve as a representative of the Board of Supervisor's Office at meetings and public hearings; communicate effectively orally and in writing; using initiative and independent judgment within established procedural guidelines; research, proof, evaluate, gather, organize and arrange a diversity of information.

Skills in: Effectively communicating in written and verbal forms, in applying correct English usage, grammar, spelling and punctuation; preparing and writing reports, business correspondence, and policy manuals; effectively presenting information and responding to questions from general public and employees; operating standard office equipment, personal computers and printers; organizing, prioritizing multiple work activities of self and others; interacting with people of different social, economic, and ethnic backgrounds.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.