GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: APRIL 20, 2015
CLOSING DATE: MAY 22, 2015

DEPARTMENT: **Board of Supervisors**

POSITION: **Deputy County Manager**

LOCATION: **Globe**

JOB CODE: **15-032**

ANNUAL SALARY: **$78,299.00-$111,576.00**

PURPOSE OF THE JOB

The purpose of this job is to assist the County Manager in leading, directing and managing County government by interacting with elected officials, department directors and the Board of Supervisors.

SUPERVISORY RESPONSIBILITIES

Regularly assigns work to other employees and supervises related activities.

Makes final decisions on hiring employees; scheduling work hours of employees; evaluating performance of employees; handling employee grievances; employee training; granting time off; employee promotions; employee salary increases; employee disciplinary actions; employee coaching; discharging employees; managing assistants; and managing supervisors.

BUDGET RESPONSIBILITIES

This position reviews, edits, and approves for submission county-wide level budget; reviews, approves for submission and presents departmental budget.

PROJECT RESPONSIBILITIES

This position initiates, communicates, reviews, approves project resources, declines project resources, presents, results, and approves and communicate reports involving organizational planning projects, organizational development, quality assurance projects, and process improvement projects.

Additional project involvement includes the allocation of resources for projects involving, technology, capital development, human resources and employee training projects.

ORAL COMMUNICATION DUTIES

This position conducts, leads and participates in meetings or group discussions. Moderates, presides over, or leads meetings with vendors. Explains procedures or processes to other employees or the public, responds to questions or concerns of the public, and gives presentations or speeches and represents the County before the Board of Supervisors and/or intergovernmental gatherings or summits.

WRITTEN COMMUNICATION DUTIES

This position creates or edits policies, reports to Board of Supervisors, internal memos, formal letters, emails, press releases, HR policies and guidelines and reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

MINIMUM EDUCATION REQUIRED

Bachelor's Degree; Formal advanced post-secondary education or training in a recognized field of specialization directly related to the type of work being performed. Master's Degree preferred.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Seven (7) years of experience in management and administration in general public administration.

PROFESSIONAL CREDENTIALS REQUIRED

None.

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KNOWLEDGE REQUIRED

Administration & management, federal, state, local laws, regulations, statutes, finance, human resources management and law & government.

SKILLS REQUIRED

Active listening, analytical thinking, analytical writing, communicating diplomatically, public speaking (large groups), problem solving, analyzing operations, time management.

ABILITIES REQUIRED

Consider options, risks, and benefits, make sense of multiple information, read and write at professional level, solve problems through deductive reasoning, speak clearly and sensibly.

PHYSICAL DEMANDS

- Routinely stands to present, train, deliver presentations, or speeches. On rare occasions, may stand to attend to customers, may stand to attend to reported incidents.
- May be required to lift work related materials, equipment, tools, and/or gears up to 10 lbs.
- Regularly sits to operate computers, calculators, or other office tools, programs or documents. May occasionally sit to operate special equipment or tools other than computers. On rare occasions, may sit at the reception areas and perform watchmen duties.
- Routinely requires dexterity, hand/eye coordination for operating keyboards, mouse, and calculators.
- Occasionally, may be required to walk or drive to, from, and between work sites.

WORK ENVIRONMENT

Incumbents in this position constantly spends time in an office environment.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risks; occasionally may become exposed to telephone verbal abuse by customers, or citizens and emotional individuals.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can have legal ramifications, loss of funding, loss of organization's credibility.

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.