

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED SEPTEMBER 2, 2016
CLOSING DATE: SEPTEMBER 16, 2016



DEPARTMENT: School Superintendent's Office **POSITION:** Chief Deputy

LOCATION: Globe **JOB CODE:** 16-082

ANNUAL SALARY: \$56,011-\$62,733 DOE

PURPOSE OF THE JOB

The purpose of this job is to manage the business, accounting and auditing operations for all statutory fiscal responsibilities involving public school districts; administer the business affairs of the Gila County Education Service Agency and assist in the administration of the Office of the Gila County Superintendent of Schools.

Manage, direct and administer all business, accounting and auditing operations of the department.

SUPERVISORY RESPONSIBILITIES

Regularly assigns work to other employees and supervises related activities.

Provides recommendations on hiring employees, managing assistants, employee promotions, handling employee grievances and evaluating performance of employees.

Makes final decisions on employee coaching, employee training, scheduling work hours of employees and granting time off.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
<ul style="list-style-type: none">Supervises, evaluates and trains support staff; oversees scheduling of work activities, work hours and granting time off; monitors work flow and accuracy; ensures cross-training of staff; determines training needs and seek out appropriate opportunities; manages and maintains necessary files and records in accordance with statutory requirements and archival retention schedules.	25%
<ul style="list-style-type: none">Ensures accuracy in processing expense and payroll warrants for Gila County school districts and the Gila County Education Service Agency; reconciles cash balances with the Treasurer's Office, Arizona Department of Education and other agencies; submits payments and reports to outside agencies as required or requested.	25%
<ul style="list-style-type: none">Prepares Treasurer's deposits; prepares Treasurer's Receipts for monies issued to school districts from State and Federal grants; prepares journal entries to correct coding; writes manual warrants when necessary.	10%
<ul style="list-style-type: none">Provides support to school district personnel with regard to fiscal responsibilities in accordance with the USFR and other applicable policies and laws, including preparation and analysis of budgets and reports; assist in calculation of property tax rates and levies; assists during auditing activities; provides cash balances upon request; researches issues and concerns as presented.	10%
<ul style="list-style-type: none">Ensures statutory obligations of the School Superintendent's Office are fulfilled accurately and efficiently; keeps abreast of education policies and issues, legislative and statutory changes; communicates to stakeholders on policies, procedures and school finance issues as needed.	10%
<ul style="list-style-type: none">Provides assistance and support to the School Superintendent in development and implementation of programs, projects, and activities; provides assistance and support for elections and school board appointments.	10%
<ul style="list-style-type: none">Serves as liaison with other County departments, stakeholders, and governmental agencies and entities.	10%
<ul style="list-style-type: none">Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position reviews, edits and provides recommendations on elected office budget.

PROJECT RESPONSIBILITIES

Initiates, communicates, reviews and approves project resources on organizational planning, quality assurance, process improvement and employee training projects.

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ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes, responds to public inquiries, participates in meetings or group discussions; and discusses office procedures, policies and employee issues with the Superintendent.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails, formal letters 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.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Continuously (More than 70% but less than 85% in a year)

MINIMUM EDUCATION REQUIRED

Bachelor's Degree. Knowledge of specialized principles or techniques normally obtained through a four-year college/university academic program or an equivalent in-depth specialized training program directly related to the type of work being performed.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Five (5) years directly related experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

None

KNOWLEDGE REQUIRED

Administration and management, finance, accounting, federal, State, local laws, regulations, statutes; data processing applicable to financial operations and record keeping.

SKILLS REQUIRED

Active listening and learning, analytical thinking, critical thinking, communicating diplomatically, customer service, problem recognition, analyzing operations, time management, typing and data entry.

ABILITIES REQUIRED

Speak clearly and sensibly, solve problems sensibly and swiftly using deductive and inductive reasoning, consider options, risks and benefits, generate original thoughts, perform mathematical operations, multi-task, maintain mental response and quickness, read and write at college level.

PHYSICAL DEMANDS

- Regularly sits to complete reports, records, data entry, and other files, operate computer, and attend to other duties; rarely sits to attend to reception areas.
- May be required to lift work related materials or equipment up to 25 lbs.
- Constantly requires dexterity for keyboard operation; regularly requires dexterity for special machines.
- Incumbents in this position may be required to walk to and from work sites, bend or kneel to complete tasks, twist from side to side.

WORK ENVIRONMENT

Incumbents in this position constantly spends time in an office environment; routinely spends time in the customer service area; and occasionally spends time in an automobile.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk. Occasionally, may become exposed to telephone or in-person verbal abuse by customers, the general public, or individuals with high level of emotional distress.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly 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.