GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: FEBRUARY 24, 2016
OPEN UNTIL FILLED

DEPARTMENT: **Sheriff's Office** **POSITION:** **Administrative Bureau Supervisor**

OPEN TO GILA COUNTY EMPLOYEES ONLY

LOCATION: **Globe** **JOB CODE:** **16-014**

PLEASE USE CIVILIAN/VOLUNTEER APPLICATION **ANNUAL SALARY:** **$45,177.00-$50,598.00 DOE**

PURPOSE OF THE JOB

The purpose of this position is to assist the Chief Administrative Officer (CAO) in the supervision and management of the Sheriff's Office General Services Bureau and to ensure compliance with relevant laws and procedures.This position assists the CAO in the management of the bureau, delegates tasks in the department and supervises staff, analyzes data for various processes, corrects errors in various documents and transactions, and evaluates staff performance.

SUPERVISORY RESPONSIBILITIES

Regularly assigns work to other employees and supervises related activities.

Provides recommendations on hiring employees; scheduling work hours of employees; evaluating employee performance; handling employee grievances; employee training; granting time off; employee promotions; disciplinary actions; employee coaching and discharging employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Assists in oversight and management of planning, development and implementation of General Services Bureau operations to ensure compliance with laws and procedures.	20%
• Directs and supervises staff through appropriate delegation to ensure dept. & program goals and objectives are met.	20%
• Coordinates activities of grant funded projects and programs to assure the technical requirements are met and assists in managing the financial budgets of the Sheriff's Office. Coordinates with other County departments, outside organizations, vendors and contractors in order to accomplish tasks, projects and programs.	20%
• Compiles and analyzes data for use in preparation of agency reports, contracts, and operational and supplemental budgets.	10%
• Reviews, investigates and corrects errors in financial entries transactions, documents and reports to ensure accuracy of all documents and reports.	10%
• Evaluates performance of assigned staff to resolve any administrative and operational issues.	10%
• Reviews and evaluates Bureau Operations and makes recommendations for improvements.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position reviews, edits and approves for submission department level budget. Reviews, edits and provides recommendations on Elected Office budget

PROJECT RESPONSIBILITIES

Provides project research and clerical support on organizational planning projects; quality assurance projects; technology projects; employee training and development projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes, responds to public inquiries and participates in meetings.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails, formal letters, reports, press releases, proposals and grants.

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.

Continued on page 2…..

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

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

MINIMUM EDUCATION REQUIRED/PREFERRED

High School Diploma or GED. Bachelor's Degree in Criminal Justice or Business/Public Administration preferred.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Five (5) years experience in governmental accounting and supervisory/administrative management experience; or equivalent combination of education, training and experience. Must successfully complete a background check prior to being hired. Must possess a valid Arizona Driver's License.

PROFESSIONAL CREDENTIALS REQUIRED

Notary Public Certification.

KNOWLEDGE REQUIRED

Administration and management; Federal, State and Local laws and regulations, statutes; finance; accounting and law enforcement. Sheriff's Office policies and procedures; Gila County policies and procedures; accounting and budgeting systems; principles of grant fund record keeping and records management; grant application and administration process and procedures; specialized computer hardware and sofware applications; County, State, and Federal laws, regulations and ordinances.

SKILLS REQUIRED

Analytical thinking, communicating diplomatically, customer service, public speaking, analyzing training needs, problem recognition, problem solving, developing alternative solutions. Compiling technical and statistical information to prepare grants; prepare clear, comprehensive, accurate reports, and correspondence; effectively communicate in written and verbal forms.

ABILITIES REQUIRED

Maintain oratory ability under stressful situations and make sense of multiple information.

PHYSICAL DEMANDS

- Occasionally stands to attend to customers.
- Regularly sits to complete reports, operate computers and to attend to other duties; routinely sits to complete a program.
- May be required to lift work related materials or equipment up to 25 lbs. in weight.
- Incumbents in this position may be required to occasionally walk to and from work sites; occasionally bend, stoop, kneel, and/or twist.

WORK ENVIRONMENT

Incumbents in this position regularly spends time in office environment and occasionally spends time in classroom(s).

SAFETY RISK EXPOSURE

Incumbents in this position may become exposed to telephone verbal abuse by customers or citizens, and may become exposed to 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 result in unfavorable public perceptions and legal ramifications.

SECURITY REQUIREMENTS

Incumbents in this position are required to be a U.S citizen with zero felony convictions and possess a valid Arizona Driver's License. Prior to being hired, all incumbents in this position are subject to background check, as well as written and oral examinations.

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.