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County Administrator
Clerk of the Board
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BOARD OF SUPERVISORS
P.O. BOX 908
253 5TH STREET
CLIFTON, AZ 85533

DAVID GOMEZ
District 1

RON CAMPBELL
District 2

RICHARD LUNT
District 3

GREENLEE COUNTY IS LOOKING FOR A LEADER

Greenlee County is looking for a dynamic, innovative, and forward-thinking leader to work in our management team as our Deputy County Administrator. Your salary will depend on your experience but pay begins at \$65,000/annually. This is an exempt position. Our minimum requirements are: 1) Bachelor's Degree in Public Administration, Human Resources, Business Management or related fields & 5 years experience in either public or private sector management; 2) Current knowledge of or the ability to quickly learn public sector principles and practices including human resources management. This leader will also be able to manage multiple projects simultaneously, work well with people both inside and outside the county organization, assist in economic development efforts, establish effective relationships with other government and private organizations and be a creative problem solver.

You can review the official job description on the Greenlee County website at greenlee.az.gov. Scroll down to the bottom of the home page, click on "Employment Opportunities" and look for the Deputy County Administrator listing. You can also get a copy of the job description from the Board of Supervisor's office by calling (928) 865-2072 or at the address below.

We are kind of old fashioned and require that you complete an official application which can be filled out online here: <https://greenlee.az.gov/pdf/employment-opportunities/employmentapp.pdf> You can also get a paper copy of the application at the Greenlee County Board of Supervisors Office 253 5th Street, P O Box 908, Clifton, AZ 85533. Please include with your application a resume, cover letter, references and any other information you believe will convince us that you are the person we are looking for. Please email your application packet to nestrada-lopez@greenlee.az.gov or you can hand deliver or mail it to the address above. We are going to keep searching until we find the person we're looking for so thank you for considering bringing your talents to Greenlee County.

GREENLEE COUNTY

CLASS CODE: EXEMPT

DEPUTY COUNTY ADMINISTRATOR

(Executive Exemption)

NATURE OF WORK

Under the direction of the County Administrator, performs executive level leadership, administrative, managerial and analytical duties in support of the County Administrator and the Board of Supervisors; if assigned, serves as human resources officer for Greenlee County. Administers the policies and regulations of the County in compliance with county, state and federal laws. Performs related duties as assigned.

TYPICAL DUTIES

Attends Board of Supervisors meetings; advises the County Administrator of administrative matters regarding the operation of the County. Prepares management reports. Initiates administrative procedures to provide more efficient government operations. Serves as coordinator between the Board of Supervisors and County departments, other public agencies and the general public when designated. As assigned, may serve as the County Human Resources Officer, preparing reports as necessary for human resource related functions including administration of and modifications to county personnel policies, benefit programs, recruitment and training of employees; assists with annual budget, expenditure and revenue projections at the request of the county administrator. Supervises department directors. May act as a lobbyist for County; assists in developing legislative policy decisions.

QUALIFICATIONS

Education, Training and Experience: Any combination of education, training and experience equivalent to graduation from an accredited college or university with a bachelor's degree in public administration, human resources, business management or related field and five years of increasingly responsible administrative experience in government or equivalent private sector management experience.

Desirable Knowledge, Abilities and Skills: Considerable knowledge of County government principles and practices of public administration and human resources or the ability to quickly acquire such skills. Good knowledge of safety practices and procedures, personnel principles and practices. Considerable ability in supervising subordinates, establishing and maintaining effective working relationships with the elected officials and department heads, co-workers, other agencies, county communities, state and federal agencies, executive and legislative bodies, private businesses and non-profit entities, and the general public. Considerable skill in analyzing administrative and fiscal problems and in developing effective solutions.

SPECIAL QUALIFICATIONS

Valid Arizona drivers license. Subject to occasional call outside normal working hours.
Considerable travel.

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