

Greenlee County is currently accepting applications for a Deputy County Administrator/Human Resources Director. Salary \$59,021 - \$85,479 DOE - exempt position. Minimum requirements: 1) Bachelors Degree in Public Administration, Human Resources or related field & 5 years experience in public and/or private sector management; 2) knowledge in public sector principles and practices and human resources management; 3) current employment application on file at the Greenlee County Board of Supervisors Office. Applications are available at the Greenlee County Board of Supervisors Office, 253 5th Street, P O Box 908, Clifton, AZ 85533 or www.co.greenlee.az.us. Deadline for filing: Open until filled. It is the responsibility of the applicant to ensure their application is current.

GREENLEE COUNTY

CLASS CODE: EXEMPT

DEPUTY COUNTY ADMINISTRATOR/ HUMAN RESOURCES DIRECTOR (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; 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. Serves as the County Human Resources Officer. Prepares reports as necessary for human resource related functions including administration of and modifications to county personnel policies, benefit programs, recruitment and training of employees; assist with annual budget, expenditure and revenue projections at the request of the county administrator. Supervises department directors. May act as 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 or related field and five years of increasingly responsible administrative experience in government.

Desirable Knowledge, Abilities and Skills: Considerable knowledge of County government principles and practices of public administration and human resources. 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 and the general public. Considerable skill in analyzing administrative and fiscal problems and in developing effective solutions.

SPECIAL QUALIFICATIONS

Valid Arizona drivers license. Considerable travel.

01/19