



MEMORANDUM

Date: July 28, 2017

To: The Honorable Chair and Members
Pima County Board of Supervisors
Presiding Judge, Superior Court
Elected Officials
Appointing Authorities

From: C.H. Huckelberry
County Administrator

A handwritten signature in black ink, appearing to be "CHH", is written over the typed name "C.H. Huckelberry".

Re: **Internal Recruitment for Director of the Department of Transportation**

You may be aware that Transportation Director Priscilla Cornelio has announced her retirement. I greatly appreciate her 12 years of service to Pima County.

Ms. Cornelio's last day of employment with the County is September 20, 2017. It is my intent to appoint an Interim Transportation Director from within our County staff, and this appointment will be made no later than September 1, 2017 to allow for a period of transition with Ms. Cornelio through mid-September.

Should the individual selected for this interim appointment demonstrate satisfactory performance in a relatively short period, I will consider making the appointment permanent.

Attached is the position description for Job Classification 7540, Transportation Director. Those interested in applying for this position should submit a letter of interest and resume to me by August 14, 2017.

A panel of appropriate senior management individuals will be assembled to review the applications, and an opportunity for a personal interview for a limited number of applicants may be afforded.

If you have specific questions about the position, please directly contact Carmine DeBonis, Jr., Deputy County Administrator for Public Works.

CHH/anc

Attachment

c: Jan Leshner, Chief Deputy County Administrator
Carmine DeBonis, Jr., Deputy County Administrator for Public Works
Tom Burke, Deputy County Administrator for Administration
Allyn Bulzomi, Director, Human Resources

Code: 7540

Title: TRANSPORTATION DIRECTOR

SUMMARY: Plans, organizes, directs and manages the activities of the Department of Transportation; performs statutory requirements of County Engineer and Superintendent of Streets; and performs related work as required. This classification is responsible for planning, directing, coordinating and administering the functions and activities of the Department of Transportation. It serves as the Pima County Engineer and the Superintendent of Streets in accordance with Arizona Revised Statutes and is distinguished from all other classifications by its statutory responsibility for these functions. This classification is in the unclassified service and is exempt from the Pima County Merit System Rules and is distinguished from all other classifications by its statutory responsibility for these functions.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes and directs the functions and activities of the County Department of Transportation;
Plans, organizes and directs all alternative transportation functions and programs, including airports, bikeways and mass transportation;
Plans, organizes and directs the activities of the county improvement districts;
Develops departmental policies and procedures consistent with County policies;
Implements and employs a system of responsible accounting and management procedures including, but not limited to procurement, personnel, accounting, data processing and contract development;
Provides engineering guidance for design or fieldwork on large and complex projects;
Establishes and maintains contact with other governmental agencies, special interest groups and the general public to resolve problems, address issues and discuss program objectives and goals;
Writes professional, technical and administrative reports and papers;
Uses seal of registration as a Professional Engineer to stamp all engineering plans, subdivision plats and maps prepared;
Directs and presents major studies and recommendations;
May direct the county subdivision and development review activities on behalf of other county departments;
Serves on committees or commissions as assigned.

KNOWLEDGE & SKILLS:

Knowledge of:

- theories, principles and practices of transportation and related public works projects;
- principles and practices of organizational theory, management and public policy process.

Skill in:

- planning, organizing, assigning, supervising and inspecting the work of professional and technical personnel;
- evaluating and solving highly complex engineering problems;
- writing professional and technical reports;
- establishing and maintaining effective working relationships with subordinates, other county departments, other governmental jurisdictions, the professional engineering and construction community and the general public;
- communicating effectively, clearly and concisely, both verbally and in writing.

DESIRED QUALIFICATIONS:

The equivalent of a bachelor's degree from an accredited college or university with a major in civil engineering and ten years of progressively responsible professional civil engineering experience, four of which must have been in an administrative or managerial capacity.

OTHER REQUIREMENTS:

Licenses and Certificates: Registration as a Professional Engineer is required at time of appointment. Registration in the State of Arizona as a Professional Engineer is required within six months from the date of appointment.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 6/7/90
Updated 4/27/12 (lsg)