



MEMORANDUM

Date: January 10, 2022

To: The Honorable Chair and Members
Pima County Board of Supervisors

From: Jan Leshner 
Acting County Administrator

Re: **Appointment of County Administrator's Office Chief of Staff**

Effective immediately, I have named Monica Perez Chief of Staff for the County Administrator's Office. A full description of her duties and responsibilities is attached. To summarize, however, Chief of Staff Perez will act as the first point of contact for most of the requests coming to the County Administrator's Office. She will manage the County Administrator's Office and will coordinate communications and scheduling with members of the County Administrator's Office, the Board of Supervisors, other County elected and appointed officials and the general public.

Please join me in congratulating Chief of Staff Perez.

JKL

Attachment

c: Carmine DeBonis, Deputy County Administrator for Public Works
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer,
Health and Community Services
Monica Perez, County Administrator's Chief of Staff

County Administrator's Office – Chief of Staff

Summary

The County Administrator's Office Chief of Staff plays a 'gate keeper' role by acting as the first point of contact for most of the requests coming to the County Administrator's Office. Clarifies needs, analyzes requests by gathering all relevant information, redirecting requests when required and preparing briefings on these requests to the County Administrator.

In addition, the Chief of Staff manages and coordinates internal communications and schedules.

The Chief of Staff also plans and coordinates the County Administrator's participation by gathering all relevant information, preparing notebooks, speaking notes / speeches including working with Communication Office and ensuring any follow-ups on these meetings.

Board of Supervisors

- Manages all submissions for items for the Board of Supervisors
- Manages all written communication between the County Administrator's Office and all other individuals and entities.
- Disseminates Attorney Client – Privilege to Board Members as allowed and requested.
- Assists, coordinates and facilitates special projects requests from members of the Board of Supervisors and their staff.
- Manages County Administrator's schedule and schedules meetings with Supervisors and their staff.

Finance

- Manages ADP for County Administrators Office
- Manages the budget and financial operations of the County Administrators Office

Information

- Keeps the County Administrator apprised of pertinent and sensitive matters that arise within the County. Also provides advice/recommendations on how to deal with these situations after analyzing options and potential impact.
- Disseminates information to targeted internal and/or external audiences at the request of the County Administrator by either preparing various communication (email messages, memos, communications, speeches, etc.) by herself or in cooperation with Communications Office.

Management

- Supervises all support staff within the County Administrators Office
- Provides recommendations to improve teamwork, efficiency, policy and strategy
- Is actively involved in issue management on a range of topics brought to the attention of the County Administrator.
- Supports County Administrator in his/her responsibilities by taking any actions that would help in managing the high workload. Maintains open and on-going communications with the County Administrator in order to identify priorities and sharing of responsibilities in the County Administrator's Office.

Regular Meetings

- Plans, coordinates and participates in executive-level management meetings.
- Coordinates and participates in regular meetings including:
 - Meetings with the CA, DCA, ACAs and Department Directors
 - Senior Leadership Team meetings
 - Directors Meetings
 - Attends weekly Strategic Communications meetings
- Prepares the County Administrator for important meetings and events. Seeks relevant facts and information by contacting various internal and external stakeholders, analyzes the information by identifying options and priorities and provides verbal or written briefings to the County Administrator.
- Keeps abreast of current and new knowledge on Pima County government priorities, development research, in order to play an efficient advisory role to the County Administrator.