



MEMORANDUM

Date: April 2, 2015

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

From: C.H. Huckelberry
County Administrator 

Re: **Appointment of Tom Burke as Deputy County Administrator**

Upon the permanent retirement of Mr. Martin Willett, I elected not to fill the Chief Deputy County Administrator position. I have assumed most of Mr. Willett's previous assignments; and through minor reorganization, will distribute management responsibilities to others.

I have also appointed Mr. Tom Burke as Deputy County Administrator for Administration to oversee internal administrative and service departments. This includes Finance and Risk Management, Human Resources, Procurement, Fleet Services, Facilities Management and Information Technology.

I will continue to oversee the Deputy County Administrators and have as direct reports the Elections Department and Medical Examiner and will be the primary liaison for Elected Officials and Justice and Law Enforcement agencies of the County.

CHH/anc

c: Presiding Judge of the Superior Court
Elected Officials
Hank Atha, Deputy County Administrator for Community and Economic Development
John Bernal, Deputy County Administrator for Public Works
Tom Burke, Deputy County Administrator for Administration
Jan Leshar, Deputy County Administrator for Medical and Health Services
Appointing Authorities