



**YUMA COUNTY**  
**RECRUITMENT ANNOUNCEMENT**  
**ADMINISTRATIVE MANAGER**  
**SHERIFF'S OFFICE**

136NR

The County of Yuma does not discriminate on the basis of race, color, national origin, sex, religion, age or disability

**SALARY & CLASSIFICATION:**

**SALARY RANGE:** \$43,909 - \$54,836/YR, DOQ; PAID BI-WEEKLY; THIS IS AN EXEMPT POSITION; NOT ELIGIBLE FOR OVERTIME COMPENSATION. **RANGE: 259**

**NATURE OF WORK:**

UNDER GENERAL SUPERVISION, PERFORMS PROFESSIONAL SUPERVISORY AND ADMINISTRATIVE SUPPORT OF MODERATE DIFFICULTY; ASSIGNED TO ADMINISTRATIVE DUTIES AND/OR AS A SPECIAL TEAM LEADER; PERFORMS RELATED DUTIES AS REQUIRED OR ASSIGNED.

**EDUCATION, EXPERIENCE, CERTIFICATION AND LICENSES REQUIRED:**

FOUR (4) YEARS OF PROGRESSIVELY RESPONSIBLE RELATED LAW ENFORCEMENT EXPERIENCE, INCLUDING TWO (2) YEARS OF MANAGEMENT AND SUPERVISORY EXPERIENCE; OR AN EQUIVALENT COMBINATION OF EDUCATION, TRAINING, AND WORK EXPERIENCE WHICH DEMONSTRATES THE ABILITY TO PERFORM THE DUTIES OF THE POSITION. **SPECIAL REQUIREMENTS:** MAY BE REQUIRED TO SUCCESSFULLY COMPLETE A BACKGROUND CHECK, POLYGRAPH, AND DRUG TEST PRIOR TO APPOINTMENT; MUST POSSESS AND MAINTAIN A VALID DRIVER'S LICENSE.

**CANDIDATE SELECTION PROCEDURE**

APPLICANTS MEETING THE MINIMUM QUALIFICATIONS WILL BE PLACED ON AN ELIGIBILITY LIST. OF THESE, THE TOP CANDIDATES WILL BE INVITED TO INTERVIEW WITH THE HIRING DEPARTMENT. THE SUCCESSFUL APPLICANTS WILL BE NOTIFIED BY TELEPHONE AND/OR MAIL OF INTERVIEW DATE, TIME AND LOCATION. THE REMAINING APPLICANTS MAY BE ELIGIBLE FOR FUTURE CONSIDERATION EITHER BY: (1) A FUTURE REFERRAL FROM THIS ELIGIBILITY LIST, OR (2) APPLICANTS MAY REAPPLY FOR THIS POSITION UNDER A FUTURE RECRUITMENT ANNOUNCEMENT. THE ABOVE INFORMATION IS INTENDED TO DESCRIBE THE GENERAL NATURE OF THIS POSITION AND IS NOT TO BE CONSIDERED A COMPLETE STATEMENT OF DUTIES, RESPONSIBILITIES AND REQUIREMENTS.

**\*\*NOTE\*\***  
 Reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any stage of the recruitment process. Requests for accommodation must be made through the Yuma County Human Resources Department in advance of the event, or as soon as practical, so that necessary arrangements can be made. (928) 373-1013 or TDD (928) 373-1013

**APPLY:**

**YUMA COUNTY HUMAN RESOURCES – 198 S. MAIN ST., YUMA, AZ 85364**  
**(928) 373-1013 FAX (928) 373-1153 WEB SITE: [WWW.YUMACOUNTYAZ.GOV](http://WWW.YUMACOUNTYAZ.GOV)**

**APPLICATION DEADLINE: OPEN UNTIL FILLED**

**SEPARATE APPLICATIONS REQUIRED FOR EACH POSITION**  
**COPIES OF AN ORIGINAL APPLICATION MAY BE SUBMITTED**  
**RESUMES NOT ACCEPTED IN LIEU OF AN OFFICIAL**  
**APPLICATION, SEE REVERSE SIDE FOR MORE INFORMATION**

# ADMINISTRATIVE MANAGER

## **GENERAL SUMMARY:**

UNDER GENERAL SUPERVISION, PERFORMS PROFESSIONAL SUPERVISORY AND ADMINISTRATIVE SUPPORT OF MODERATE DIFFICULTY; ASSIGNED TO ADMINISTRATIVE DUTIES AND/OR AS A SPECIAL TEAM LEADER; PERFORMS RELATED DUTIES AS REQUIRED OR ASSIGNED.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*THE FOLLOWING DUTIES ARE NOT INTENDED TO SERVE AS A COMPREHENSIVE LIST OF ALL DUTIES PERFORMED BY ALL EMPLOYEES IN THIS CLASSIFICATION. SHOWN ARE DUTIES INTENDED TO PROVIDE A REPRESENTATIVE SUMMARY OF THE MAJOR DUTIES AND RESPONSIBILITIES. INCUMBENT(S) MAY NOT BE REQUIRED TO PERFORM ALL DUTIES LISTED AND MAY BE REQUIRED TO PERFORM ADDITIONAL, POSITION-SPECIFIC DUTIES.*

SUPERVISES ADMINISTRATIVE FUNCTIONS; TRAINS, INSPECTS, SUPERVISES AND EVALUATES ADMINISTRATIVE PERSONNEL; ENSURES COMPLIANCE WITH DEPARTMENT DIRECTIVES; DEVELOPS AND IMPLEMENTS NEW OR REVISED OPERATING PROCEDURES AND DEPARTMENT POLICIES AND PROCEDURES; RESEARCHES, COMPOSES AND SUBMITS GRANT PROPOSALS, AS NEEDED; OVERSEES THE ESTABLISHMENT AND MAINTENANCE OF COURT RECORDS AND FILES; PREPARES, REVIEWS AND MAINTAINS VARIOUS REPORTS AND RECORD KEEPING REQUIREMENTS; MAY TESTIFY IN COURT AND AT HEARINGS; COMMUNICATES DIRECTIVES THROUGH SUBORDINATE SUPERVISORY PERSONNEL; MONITORS SPECIAL PROJECTS; REPRESENTS THE DEPARTMENT ON VARIOUS COUNTY COMMITTEES, BOARDS, AND OTHER FUNCTIONS; RESPONDS TO COMPLAINTS REGARDING SERVICES RENDERED.

## **KNOWLEDGE, SKILLS AND QUALIFICATIONS:**

KNOWLEDGE OF LAW ENFORCEMENT OR COURT PRINCIPLES, PRACTICES, METHODS TECHNIQUES AND EQUIPMENT; KNOWLEDGE OF PRINCIPLES AND PRACTICES OF MANAGEMET, TRAINING, LEADERSHIP AND SUPERVISION; KNOWLEDGE OF FEDERAL, STATE, AND LOCAL LAWS, RULES AND REGULATIONS; KNOWLEDGE OF LAW ENFORCEMENT OR COURT SERVICES AND ACTIVITIES; KNOWLEDGE OF INTERVIEWING TECHNIQUES; KNOWLEDGE OF FEDERAL, STATE,

## **KNOWLEDGE, SKILLS AND QUALIFICATIONS CONTINUE:**

AND COUNTY REGULATIONS RELATING TO GRANT PROPOSALS; KNOWLEDGE OF GRANT WRITING; KNOWLEDGE OF RESEARCH AND REPORT WRITING; KNOWLEDGE OF FILE AND RECORDS MAINTENANCE; KNOWLEDGE OF COMPUTER OPERATIONS; SKILL IN SUPERVISING THE ACTIVITIES OF OTHERS; SKILL IN COMPILING STATISTICAL INFORMATION AND PREPARE TECHNICAL REPORTS; SKILL IN ANALYZING AND EVALUATING ADMINISTRATIVE NEEDS, IDENTIFYING PROBLEMS, AND DEVELOPING FEASIBLE SOLUTIONS; SKILL IN PUBLIC RELATIONS; SKILL IN REACTING QUICKLY AND CALMLY IN EMERGENCY SITUATIONS; SKILL IN ANALYZING DIFFICULT SITUATIONS, PROBLEMS AND DATA, AND TO USE GOOD JUDGMENT IN DECISION MAKING; SKILL IN MEETING AND DEALING TACTFULLY WITH THE PUBLIC; SKILL IN ESTABLISHING AND MAINTAINING EFFECTIVE WORKING RELATIONSHIPS WITH EMPLOYEES, OTHER AGENCIES, AND THE PUBLIC; SKILL IN FOLLOWING WRITTEN AND VERBAL INSTRUCTIONS; SKILL IN COMMUNICATING CLEARLY AND CONCISELY BOTH VERBALLY AND IN WRITING.

## **EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES REQUIRED:**

FOUR (4) YEARS OF PROGRESSIVELY RESPONSIBLE RELATED LAW ENFORCEMENT EXPERIENCE, INCLUDING TWO (2) YEARS OF MANAGEMENT AND SUPERVISORY EXPERIENCE; **OR** AN EQUIVALENT COMBINATION OF EDUCATION, TRAINING, AND WORK EXPERIENCE WHICH DEMONSTRATES THE ABILITY TO PERFORM THE DUTIES OF THE POSITION. **SPECIAL REQUIREMENTS:** MAY BE REQUIRED TO SUCCESSFULLY COMPLETE A BACKGROUND CHECK, POLYGRAPH, AND DRUG TEST PRIOR TO APPOINTMENT; MUST POSSES AND MAINTAIN A VALID DRIVER'S LICENSE.

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